

<b>Policies of the University of North Texas</b>	Chapter 06
<b>06.004 Faculty Reappointment, Tenure, and Promotion</b>	<b>Faculty Affairs</b>

**Policy Statement.** UNT is committed to recognizing and rewarding faculty whose work demonstrates sustained excellence in teaching, scholarship, and service through the tenure and promotion process. This policy provides the framework for the development and implementation of unit-level criteria, procedures, and communication processes that support reappointment, tenure, and promotion.

**Application of Policy.** All UNT tenured and tenure-track faculty members

**Definitions.**

1. **Business Day.** “Business day” means Monday through Friday during regular university business hours (8:00 a.m.-5:00 p.m.), when university offices are open.
2. **Maximum Probationary Period.** “Maximum probationary period” means the maximum amount of time a faculty member may be appointed in probationary ranks at UNT.
3. **Tenure-Track Appointment.** “Tenure-track appointment” means an appointment that includes a period of probationary employment preceding determination of tenure status. Appointment may be made to the rank of assistant professor.
4. **Tenured Appointment.** “Tenured appointment” means an appointment awarded to faculty members after successful completion of the probationary period during which stated criteria are met. Appointment may be made to the rank of associate professor or professor.
5. **Terminal Contract.** “Terminal Contract” means a contract constituting notice that employment will not be offered at the end of the current contract year.
6. **Unit.** “Unit” means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.

**Procedures and Responsibilities.**

I. **Probationary Periods for Tenure-track Appointments.**

The probationary period for a tenure-track appointment allows UNT to carefully consider whether a faculty member is able to meet the teaching, scholarship, and service expectations of the job. During the probationary period, a faculty member does not have tenure. This section outlines the specific guidelines for the initiation, duration, and extension of the probationary period.

- A. **Initiation of Probationary Period.** The probationary period begins at the start of the fall semester of the appointment. For a faculty member appointed for the

spring semester, the probationary period begins in the fall semester of the following academic year.

- B. Length of Probationary Period for Assistant Professors. The maximum probationary period for a faculty member appointed as an assistant professor is the equivalent of six (6) years of full-time service. The sixth year will normally be the mandatory tenure-review year. In extraordinary circumstances, as reflected in disciplinary metrics and national comparisons and as deemed appropriate by the chair and the dean, a candidate for tenure and promotion may be reviewed early in the probationary period, except in the third-year review. If the early review process is unsuccessful, the candidate may be reviewed again during the sixth year.
- C. Length of Probationary Period for Associate Professors. A faculty member appointed at the rank of associate professor, but without tenure, will have a probationary period of at least five (5) years of full-time service, and the fifth year normally will be the mandatory tenure-review year, although earlier consideration may take place upon request by the candidate and agreement with the chair and dean.
- D. Extending the Probationary Period. In extraordinary circumstances, a tenure-track faculty member may request that the probationary period be extended, also referred to as stopping the clock. The stop-the-clock period will be excluded from the probationary period and the probationary period extended accordingly.
  - 1. Qualifying Circumstances. Circumstances that may warrant extending the probationary period include, but are not limited to: the birth or adoption of a child; responsibility for managing the illness or disability of a family member; serious persistent personal health issues; death of a parent, spouse, child, or domestic partner; military service; and significant delays in fulfillment of UNT resources committed in the appointment letter. Not having met teaching, scholarship, and service expectations during a previous review period does not qualify as an extenuating circumstance for extension of the probationary period.
  - 2. Length of Exclusion. A typical exclusion is one (1) year. In extraordinary circumstances, the dean and provost may grant a second one-year exclusion and commensurate extension of the probationary period.
  - 3. Timing. Faculty members who intend to request an extension of the probationary period are encouraged to do so as early as the situation arises. Except under extraordinary circumstances, time-period exclusion requests will be made no later than: a) prior to the beginning of the fifth year of the probationary period for assistant professors; b) prior to the beginning of the fourth year for associate or full professors; and c) during the year preceding the exclusion year for all other cases.

4. Performance Criteria and Evaluation. The faculty member with the extension of the probationary period will be evaluated using the same tenure criteria as those faculty members who were evaluated following the standard probationary periods. Teaching, scholarship, and/or service activities and products resulting during the extension period will be counted towards tenure. A faculty member will not be penalized for lack of teaching, scholarship, and/or service activities and products during the extension period.
5. Faculty Responsibilities. Resources allocated by UNT for teaching, scholarship, and/or service activities and products that have deadlines for use within the extension period will have their deadlines for use extended as well, within UNT policy.
6. Approval Process. The faculty member is responsible for providing appropriate documentation to demonstrate why the stop-the-clock request should be granted. To initiate the process, the faculty member must complete and forward the Stop-the-Clock Form to their chair. Upon receipt of a request to extend time, the chair will submit a written recommendation to the dean, including the reasons for supporting or not supporting the request. The dean will review the request by the chair and make a written recommendation to the provost, who may approve or deny the request. The provost will document in writing the reasons for approval or denial of the request. The provost's decision is final. The evaluation of the request will be based on the individual case recognizing that each case is unique.

Responsible Party: Faculty, chair, dean, provost

- E. Choice of Tenure Criteria. Faculty members whose letters of appointment stipulate criteria and/or timelines for reviews, tenure or promotion different from this policy will be reviewed and evaluated consistent with their letters of appointment.
- II. General Guidelines for Review. Tenured and tenure-track faculty members are responsible for developing clear unit criteria and applying these criteria in a review process that maintains high standards in teaching, scholarship, and service and ensures a fair and comprehensive review of candidates. The guidelines, outlined below, apply to all UNT academic units.
- A. Unit Criteria. The tenured and tenure-track faculty of each unit, in collaboration with the chair, will develop clearly written criteria and procedures for reappointment, tenure, and promotion. The unit's procedures must be consistent with those of the college and the university. The dean and provost must approve all unit performance criteria and procedures. The dean will make these criteria and procedures publicly available and provide to each faculty member at the time

of appointment. The chair and dean are responsible for ensuring that these guidelines are followed.

A faculty member on a probationary appointment (eligible for tenure) may, unless otherwise specified in writing at the time of appointment, choose the unit-level tenure criteria in effect between the time of initial appointment and the time when the candidate prepares the tenure dossier.

- B. Reappointment Review. Every unit must review annually all tenure-track faculty members during their probationary period and provide a written evaluation on the three (3) areas of teaching, scholarship and service, specifically addressing progress toward tenure. The reappointment review must be in accordance with applicable UNT policies (06.007, Annual Review; 06.035, Academic Freedom and Academic Responsibility; 06.027, Academic Workload). The review will be based on contributions that are documented and/or can be verified, rather than anecdotal information. Further, the review must provide an explicit statement of the quality of the faculty member's achievements, not simply an enumeration of the documented accomplishments of that faculty member. The chair will provide the written evaluation to the faculty member and discuss the evaluation as a part of the mentoring process.
- C. Third-Year Reappointment Review. The third-year reappointment review is a more extensive and intensive review that includes the unit, the college, and the provost, but without external review letters. The third-year review employs the same criteria of evaluation as the tenure review and is conducted with appropriate rigor. The faculty member, in consultation with the chair, is responsible for assembling the dossier for review. The chair is responsible for managing the third-year reappointment review.
- D. Reappointment Vote. Each eligible tenured faculty member in the unit will vote whether to recommend the probationary faculty member for reappointment in the third year and each year thereafter. Each voting faculty member is responsible for reviewing the candidate's dossier before voting. The chair will record and inform the faculty member of each year's vote and provide documentation of the votes in the final dossier.
- E. Mentoring and Support. UNT is committed to a culture of mentoring and support for faculty throughout the reappointment, tenure, and promotion process as evidenced by the activities listed below.
  - 1. Annual Workshops. To communicate and provide guidance on tenure and promotion policies and procedures outlined in this policy, the provost will conduct annual workshops for tenure-track faculty.
  - 2. Mentors. The chair, in consultation with the candidate, will appoint a mentor for each assistant professor as early as the appointment date but no later than the end of the first semester of the probationary period.

3. Advocates. At the final stage of review, the candidate may select an advocate six (6) months before the dossier deadline date. The candidate may request the assistance of the Provost's Office, the dean, and the chair in the selection of an advocate. In the event the selected advocate is unavailable, the faculty member may select another advocate to fulfill the responsibilities. The role of the advocate is to clarify aspects of the candidate's case or answer questions during committee deliberations.

Responsible Party: Faculty, chair, dean, provost

III. Review Committees. Units will establish review committees for the purpose of reappointment, tenure, and promotion. The guidelines listed below apply to both unit level and college review committees.

- A. Composition. The committee must consist of no fewer than five (5) and no more than all eligible faculty members within the unit. Only tenured faculty members may serve on the committee when evaluating probationary faculty. Only professors may serve on the committee when considering candidates for promotion to professor.
- B. Request for Committee Member Exclusion. Candidates for tenure and/or promotion have the right to request, in writing to the dean, that certain individuals be excluded from service as reviewers whom they believe are not able to provide a fair and unbiased assessment, along with the reasons for the requested exclusion. The dean, in consultation with the review committee and chair, will make the final decision.
- C. Exceptions for Smaller Units. Units that do not have the sufficient number of members for a review committee will identify, with assistance from and consent of the dean, tenured faculty from outside of the academic unit to serve on the unit's review committee. The external members will serve one-year terms that are renewable for up to two (2) more years, depending upon unit needs, and mutual agreement between the external review committee member and the academic unit.
- D. Exceptions for Smaller Colleges. For smaller colleges, a college review committee may be utilized rather than an academic unit review committee, with a composition of no fewer than five (5) eligible tenured faculty members from the college, including members from outside of the college if needed to reach this minimum number, with consent of the dean.

Responsible Party: Unit review committee, chair, dean, provost

IV. Criteria for Promotion and Granting of Tenure. UNT is committed to supporting a strong faculty dedicated to the mission and strategic goals of the institution through the tenure and promotion process. The diligent application of unit-level criteria should result in a strong reputation of academic excellence and national prominence. Faculty members are expected to conduct teaching, scholarship, and service activities in accordance with UNT

Policy 06.035 (Academic Freedom and Academic Responsibility) and UNT Policy 06.007 (Annual Review), in addition to the criteria listed below.

A. Criteria for Granting Tenure and Promotion from Assistant to Associate Professor.

1. Overarching University Criteria. Tenure and promotion to the rank of associate professor requires evidence of sustained excellence in the domains of teaching and scholarship along with evidence of sustained effectiveness in the domain of service. Local units are responsible for defining the discipline-specific standards of excellence and effectiveness. Sustained excellence or extraordinary quality in any one domain will not compensate for lack of sustained excellence and/or sustained effectiveness in other areas. A recommendation for tenure will consider evidence in the context of, and consistent with, levels expected at peer or aspirational peer programs. Any recommendation for tenure, based on evidence of excellence, should also be based, so far as possible, on indications that the individual will continue to grow and develop professionally. The recommendation for tenure must represent an unequivocally positive decision without recommendations of doubtful or borderline cases.
2. Scope of Review. Evaluations and recommendations will place emphasis on academic work accomplished during the probationary period at UNT, although previous achievements will be considered in the course of a holistic review.
3. Concurrence of Granting of Tenure and Promotion. Assistant professors will be promoted to the rank of associate professor concurrent with the granting of tenure. Assistant professors may not be awarded tenure without also being awarded promotion.

B. Criteria for Promotion from Associate Professor to Professor.

1. Overarching University Criteria. Promotion to the rank of professor requires evidence of sustained excellence in each of the three (3) domains of teaching, scholarship, and service sufficient for the achievement of national or international reputation and recognition, consistent with criteria outlined in this policy for attainment of tenure. Balance among teaching, scholarship, and service is expected to vary somewhat from one discipline to another and as a matter of departmental need; however, contributions exclusively in one area will not qualify an individual for promotion. Sustained excellence or extraordinary quality in any one domain will not compensate for lack of sustained excellence in any other domain. Any recommendation for promotion, based on evidence of excellence, should also be based, so far as possible, on indications that the individual will continue to grow and develop professionally.

2. Scope of Review. Evaluation and recommendations will emphasize academic work accomplished during the appointment at UNT, focusing primarily on accomplishments during the time as associate professor. However, previous accomplishments as an associate professor at other institutions also may be considered in the holistic review.
  3. Timing. An associate professor may undergo the promotion process when, in consultation with the chair and/or unit review committee chair, the faculty member believes their record warrants consideration for promotion. If unsuccessful, the candidate may repeat the process.
- C. Criteria for Granting Tenure for Associate Professors and Professors.
1. Overarching University Criteria. The granting of tenure requires evidence of sustained excellence in each of the three domains of teaching, scholarship, and service sufficient for the achievement of national or international reputation and recognition, consistent with criteria outlined in this policy for attainment of tenure for assistant professors. In the case of faculty members who were appointed as associate professors without tenure, tenure may be awarded with or without promotion to professor. A recommendation for tenure will consider evidence in the context of, and consistent with, levels expected at peer or aspirational peer programs.
  2. Scope of Review. Evaluation and recommendations will emphasize academic work accomplished during the appointment at UNT, focusing primarily on accomplishments during the time as associate professor. However, previous accomplishments as an associate professor at other institutions also may be considered in the holistic review.
  3. Timing. An associate professor or professor will submit the dossier by the date stipulated in the appointment letter.
  4. Approval Exception. Tenure may be recommended without departmental approval in very extraordinary circumstances when institutional priorities outweigh departmental priorities, as long as the faculty member meets the tenure criteria for that department.

Responsible Party: Unit review committee, chair, dean, provost

- V. Reappointment, Tenure and Promotion Process. This section serves as a guide for the processing and handling of reappointment, tenure, and promotion files. Although the candidate bears primary responsibility for preparing the dossier, the chair and dean must keep the dossier current throughout the process and submit the dossier files to the appropriate individuals by the posted deadlines.
- A. The Dossier. The annual progress toward reappointment, tenure, and/or promotion involves review of an official dossier. Additionally, individual units or colleges may require supplemental materials stipulated at the time of appointment to be included within the dossier. The dean must stipulate these

materials within written, publicly available unit or college guidelines and made clear at the time of appointment. Any additions to or deletions from the dossier, as it moves through the review process, will be communicated to the candidate by the appropriate individual, in writing, at the time such additions and/or deletions are made. The dean will inform the candidates of the review timeline at least six months in advance of the submission deadline. Although the self-evaluation narrative is only required for third- and sixth-year reviews, candidates for tenure are encouraged to submit these statements as part of their second-, fourth-, and fifth-year review documents. The official dossier for reappointment, tenure and promotion must contain:

1. [University Information Form](#)
2. Complete, current curriculum vita (CV)
3. Self-evaluation, personal narrative (maximum 750 words)
4. Unit tenure and promotion criteria
5. Cumulative results of annual evaluations and, for probationary faculty, evidence of mentoring and support throughout the reappointment, tenure, and promotion process (*provided by the chair*)
6. Summary evaluation of teaching effectiveness, including statistical summaries of student evaluation of teaching, interpretative comment on the statistical summaries, and other evidence of student learning (*provided by the chair*)
7. External referee letters\* (*provided by the chair*)
8. Reviewer information (*provided by the chair*)
9. Recommendation of unit review committee
10. Recommendation of chair
11. Recommendation of college review committee
12. Recommendation of dean
13. Reappointment votes for third and subsequent years (*for assistant professors*)
14. Additional letters of dissent from previous evaluations of the candidate (if applicable).

*\*Indicates item not included in third year reappointment review.*

- B. External Reviewers. External reviewers provide an independent assessment of the candidate's work and professional standing. This section includes the requirements, timing sequence, selection process, and qualifications for external reviewers.



1. Requirements. For tenure and promotion reviews, the dossier will contain a minimum of five (5) letters from external reviewers. The chair will ask the reviewers to provide a professional assessment of the candidate for tenure and/or promotion. The unit will include all duly solicited external letters that are received in the dossier. Under unusual circumstances, and with prior approval of the dean and provost, fewer letters may be accepted. To the extent possible provided by Texas state law, UNT will attempt to protect the reviewers' identities.
  2. Timing. The external review process will begin during the spring semester prior to submission of the dossier for review. The chair will distribute the dossier to the external reviewers during the summer with a goal of having the external review letters received by the beginning of the fall semester. For assistant professors, this would be the beginning of the sixth year. For associate professors without tenure, this would be the beginning of the fifth year.
  3. Selection Process. The candidate will provide a list of names to the unit review committee and chair. In collaboration, the unit review committee and chair will select no more than three (3) of the external reviewers from the candidate's list and identify and select the remaining reviewers. Candidates for tenure and/or promotion have the right to request in writing that certain individuals be excluded from service as reviewers who they think are not able to provide a fair and unbiased assessment, along with the reasons for the requested exclusion. Candidates should submit the request to the chair, whose decision is final.
  4. Qualifications. External reviewers must hold the rank at or above the rank to which the candidate aspires or have demonstrably equivalent qualifications and position in non-academic organizations. For each external letter in the dossier, an explanation must be given regarding (a) the author's relevant expertise to serve as a reviewer; and (b) the author's connection, if any, to the candidate under review.
- C. Calendar. The provost will publish important university deadlines at least six (6) months in advance of the reappointment, tenure, and promotion process. Deviations from the published deadline must be approved by the provost.
- Responsible Party: Faculty, unit review committee, chair, dean, provost
- D. Internal Review of Dossier. For each candidate, the unit review committee, chair, dean, and provost must complete a comprehensive review of the dossier, yield a professional judgment, and make a recommendation to the president regarding tenure and promotion. With concurrence from the president, the Board of Regents awards tenure and promotion. Once the dossier has been sent to the external reviewers, it is considered closed and nothing may be added, except when a scholarly/creative work, submitted for review prior to the closing of the

dossier, has received final and unconditional acceptance and such acceptance could reasonably be construed to change a tenure and/or promotion recommendation. If the provost has yet to render a recommendation, this material will be included in the dossier. All internal reviewers will reconsider any prior recommendation, based upon the new material. At every level, in the event of any negative recommendation, the candidate may determine to have the dossier moved to the next level or to withdraw the dossier from consideration, accepting the consequences of the choice.

- E. Review of the Dossier by the Departmental/Division Review Committee. The review committee will prepare a written review and recommendation concerning each non-tenured faculty member who is completing a probationary period. The review committee will not merely review the dossier but must speak to the value, impact, and importance of the contributions made by the faculty member. The recommendation (either affirmative or negative), as determined by majority vote, must be dated with names printed and signed by all members of the unit review committee. The vote count and a succinct rationale for their professional judgment must accompany this recommendation. The departmental review committee report may include a minority report in addition to the majority recommendation.

If the unit review committee is considering writing a negative recommendation, the review committee must notify the candidate. The candidate has a right to request a meeting with the unit review committee chair within five (5) business days of the notification. The faculty mentor/advocate may accompany the candidate in this meeting. Any party present at this meeting may request that it be recorded or transcribed with the approval of all parties present.

Candidates who receive a negative recommendation from the unit review committee have the right to receive a copy of the negative recommendation with all accompanying documents, and to insert a letter disputing that recommendation into their tenure and promotion dossier before it is transmitted to the chair. The candidate must submit the letter to the chair at least one (1) business day in advance of the deadline for submission of the recommendation to the chair. The unit review committee will consider the candidate's letter and supporting documents and report the results of its consideration of the candidate's letter and supporting documents in the dossier going forward.

- F. Review of the Dossier by the Chair. The chair will review the dossier, including the report from the unit review committee. The chair must speak to the value, impact, and importance of the contributions made by the faculty member. Based on the dossier, the chair will make a written affirmative or negative recommendation to the college/school dean. This recommendation, which must be dated and signed by the chair, will provide a succinct rationale for the unit administrator's professional judgment regarding the recommendation. The chair will provide a complete copy of the written recommendation to the dean and the

recommendation of the unit review committee along with all accompanying statements and documentation (including all summary statements, graphs, etc.) to the candidate within five (5) business days of the stated deadline.

If the chair is considering writing a negative recommendation, the chair must notify the candidate at least five (5) business days before the stated deadline. The candidate has the right to request a meeting to discuss the case with the chair within five (5) business days of the notification. The faculty mentor/advocate may accompany the candidate in this meeting. The requested meeting will occur before the negative recommendation is transmitted.

Candidates who receive a negative recommendation from the chair have the right to receive a copy of the negative recommendation with all accompanying documents, and to insert a letter disputing that recommendation into their tenure and promotion dossier before it is transmitted to the college. The candidate may insert in the dossier a letter disputing the recommendation before transmitting the dossier to the college. The candidate must submit to the chair at least one (1) business day in advance of the deadline for submission of the recommendation to the college level. The chair will consider the candidate's letter and supporting documents and report the results in the dossier going forward.

- G. Review of the Dossier by the College Review Committee. At the college level, the college review committee will review the dossier (complete with letters from the review committee and the chair). The college review committee will not merely review the dossier, but must speak to the value, impact, and importance of the contributions made by the faculty member. Based on the dossier, the college review committee makes a written affirmative or negative recommendation to the college/school dean. This recommendation, to be dated and signed by all members of the review committee, must provide a succinct and evidence-based rationale for their professional judgment. The college review committee report may include a minority discussion in addition to the majority recommendation. The college review committee may also comment on matters of process.

If the college review committee is considering writing a negative recommendation, the college review committee must notify the candidate at least five (5) business days before the recommendation deadline. The candidate has a right to request a meeting to discuss his or her case with the college review committee within five (5) business days of the notification. A faculty mentor/advocate may accompany the candidate in this meeting. The requested meeting will occur before the negative recommendation is transmitted.

Candidates who receive a negative recommendation from the college review committee have the right to receive a copy of the negative recommendation with all accompanying documents, and to insert a letter disputing that recommendation into their tenure and promotion dossier before it is transmitted to the dean. The letter must be submitted at least one (1) business day in advance of the deadline for submission of the recommendation. The college review

committee will consider the candidate's letter and supporting documents and report the results of its consideration of the candidate's letter and supporting documents in the dossier going forward.

- H. Review of the Dossier by the College/School Dean. At the college level, the dean will review the dossier (complete with letters from the unit review committee, chair, and college/school review committee, and, if appropriate, dispute letters from the candidate). The dean will not merely review the dossier but must speak to the value, impact, and importance of the contributions made by the faculty member. The dean will provide a written recommendation along with the recommendation of the college review committee to the candidate within five (5) business days of the January 15 deadline. The dean makes a written recommendation to the provost. If the dean does not concur with previous recommendations, the reasons for non-concurrence must be stated in this letter.

If the dean is considering writing a negative recommendation, the dean must notify the candidate at least five (5) business days before the recommendation deadline. The candidate has a right to request a meeting with the dean within five (5) business days of the notification. A faculty mentor/advocate may accompany the candidate in this meeting. The requested meeting will occur before the negative recommendation is transmitted.

Once the dean's recommendation is ready to be transmitted to the provost, the dean will inform the candidate, in writing, of the college recommendations, and provide a copy to the chair (affirmative or negative). Candidates who receive a negative recommendation from the dean have the right to receive a copy of the negative recommendation with all accompanying documents, and to insert a letter disputing that recommendation into their tenure and promotion dossier before it is transmitted to the provost. The letter must be submitted at least one (1) business day in advance of the deadline for submission of the recommendation. The dean will consider the candidate's letter and supporting documents and report the results in the dossier going forward.

- I. Review of Dossier by the Provost. The provost will look at each deliberative body as having an independent input to the decision making process. Upon review of the dossier, including all letters, the provost will make a decision on whether to recommend reappointment for a probationary faculty member being reviewed for reappointment, or whether to recommend granting tenure, promotion, or tenure with promotion to the candidate being reviewed. The provost may request a meeting with the dean and/or request further information about aspects of the faculty member's dossier before making a provost decision. If the provost requests to meet with the dean regarding the candidate's dossier, the candidate will be notified in writing of this action.

If the provost is considering a negative recommendation, the provost must notify the candidate. The candidate has a right to request a meeting with the provost within five (5) business days of the notification. A faculty mentor/advocate may

accompany the candidate in this meeting. The requested meeting will occur before the recommendation is transmitted to the president.

The provost will transmit, in writing, a recommendation to the faculty member. If the provost's recommendation is negative, the provost's letter must indicate the reasons for this recommendation. The provost must notify candidates of the provost's decision by March 15 (or the closest business day thereto). The provost's recommendation is sent to the president.

The president's recommendations regarding the candidates for tenure are then sent to the Board of Regents for final approval. Approvals of positive presidential recommendations become official upon action of the Board and at the beginning of the academic year following approval.

Responsible Party: Faculty, unit review committee, chair, dean, provost, president

- J. Guidelines for Negative Cases. The processes for appealing negative decisions and issuing terminal contracts are outlined below.
- K. Negative Decision for Reappointment.
  - 1. Due Process. In the event of a decision by the dean not to renew a probationary appointment, the faculty member will be informed of the decision in writing and be advised of the reasons. The faculty member may request a review of the negative decision by a college-level committee convened in accordance with the college/school guidelines. The faculty member must submit the appeal to the dean, in writing, no later than ten (10) business days after written receipt of the decision. The dean will review the committee's recommendation and make a decision. In the event of a negative decision, the dean's decision and the committee's recommendation will be forwarded to the provost for a final decision.
  - 2. Terminal Contract. In the event of a decision not to renew a probationary appointment, the faculty member will receive a terminal contract for the academic year immediately following the final decision.
- L. Negative Decision for Granting of Tenure and Promotion.
  - 1. Due Process. Upon notification by the provost of a negative recommendation regarding tenure or promotion, the candidate may appeal the recommendation to the president. The faculty member must submit the appeal to the president, in writing, no later than ten (10) business days after written receipt of the recommendation. The president will forward the appeal to the Faculty Grievance Committee (FGC) for a recommendation. If an appeal has been filed, the candidate will be given immediate access to the candidate's full tenure dossier.

Upon receipt of the appeal, the FGC, following procedures outlined in the Faculty Senate charter and by-laws, will hear the candidate's appeal. The FGC's

recommendation will be communicated in writing to the president, with a copy provided to the provost and the faculty member.

The president reviews the recommendation of the FGC, the recommendation of the provost, the dossier, any materials discovered after submission of the appeal the candidate believes has a bearing on the decision, or any information the president deems necessary. The president may call a committee of senior faculty members or other qualified consultants to provide advice. The candidate will have the opportunity to respond to any new information or advice considered by the president.

The president must notify the candidate in writing of the decision, with a copy to the FGC and provost, within 30 days of receipt of the recommendation from the FGC.

2. Terminal Contract. A faculty member receiving a final negative decision on tenure will receive a terminal contract for the academic year immediately following the decision on any appeal.

Responsible Party: Faculty, unit review committee, chair, dean, provost, president

### **References and Cross References.**

UNT Policy 06.007, Annual Review

UNT Policy 06.027, Academic Workload

UNT Policy 06.035, Academic Freedom and Academic Responsibility

Texas Education Code TEC §51.948, Restrictions on Contracts with Administrators

### **Forms and Tools.**

[Stop-the-Clock Form](#)

[University Information Form](#)

Approved: 02/27/2017

Effective: 05/05/2017

Revised: