Department Criteria and Procedures for Contract Renewal and Tenure FAQ

**Q: Why are published departmental criteria and procedures required?**

A: These criteria and procedures are required by the union contract. Page 40-41, section J.1.b:

The criteria for, and the procedures by which, recommendations on initial employment and renewal of employment contracts are to be made shall be agreed upon by a majority of the eligible members of the department and shall be published in writing for the members of the department. Similarly, a majority of the tenured members of the department shall establish criteria and procedures for the recommendation of tenure contracts, which shall also be published in writing for the members of the department. Copies of the procedures and criteria specified in this paragraph shall be submitted to the College President.

**Q: What is the benefit of having published departmental criteria and procedures?**

A: Defining clear criteria allows departments to clarify their expectations of full-time department members. Defining clear voting procedures ensures adherence to the union contract as well as clarity on the procedures for all voting members. Publishing both the criteria and the procedures provides transparency to tenure candidates by allowing them to see the standards that are being used by the department to recommend or not recommend them for tenure or renewal. Furthermore, having clear criteria and a clear process allows the department chair to write a strong, evidence-based letter to the president recommending renewal or non-renewal.

**Q: What are the departmental voting guidelines outlined in the contract?**

A: As persection J.1.c of the union contract:

Voting on candidates for renewal of contract other than tenure contracts shall be limited to those eligible members who have at least two semesters more continuous full-time service in the department than has the candidate except that all tenured members may vote on all candidates and only tenured members shall vote on the granting of tenure contracts. However, if there are less than three tenured faculty members in the department then the recommendation concerning the granting of a tenure contract shall be made by a majority of the eligible members of the department. Recommendations not to renew an employment contract will be by majority vote by secret ballot.

**Q: If my department requires certain items be included in the tenure portfolio and/or on the faculty member’s CV, would these be noted here?**

A: Yes. This policy is an opportunity to outline everything specifically required by your department and/or any specific criteria that will be used to determine the department’s recommendation of a candidate.

**Q: If my department does not require any extra items, do we still need a published departmental policy?**

A: Yes, you still need to submit a published policy, even if it is very simple like the samples offered on the website.

**Q: What advice does the union offer?**

A: In Spring 2013, Chuck Mustari, Local 1600 Grievance Chair, offered the following advice:

Department policy should be set by the department by a majority vote. It can always be changed or modified by another majority vote. I suggest that any policy be simple.

Example: The eligible members in the department will allow the non-tenured member to address the department for 30 minutes prior to the deciding vote. The eligible members will privately discuss the qualifications of the non-tenured member. The eligible members will vote by secret ballot until a majority decision is reached. Recommendation to the president will be based solely on the outcome of the vote.