

**3356-10-30    Tenure.**

(A) Pre-tenure review process. Probationary faculty shall undergo a formal pre-tenure review in the fall of their third probationary year. If the faculty member is on an accelerated probationary track, the year in which pre-tenure review will take place shall be identified in consultation with the department chair/school director and the college dean and communicated in their letter of initial appointment.

(1) By September first: A completed application and supplementary evidence shall be submitted through faculty success technology platform (FSTP). An application submitted after eleven fifty-nine p.m. shall not be accepted.

(2) By October fifteenth: The department chair/school director shall convene and conduct a meeting with all tenured faculty within the department, at which point the faculty member under review will present information and respond to questions about their progress towards tenure. The tenured faculty members shall provide written formative comments on the candidate's progress towards tenure. Written comments may be anonymous.

If the department has fewer than three tenured faculty members to serve on a pre-tenure review committee, the department chair/school director, in consultation with the faculty member under review, shall identify other tenured faculty from a related discipline or department to fulfill the committee.

(3) By October thirty-first: The department chair/school director shall forward the faculty's written comments and their own separate comments concerning the candidate to the dean of the college.

(4) By November fifteenth: The dean shall add their comments.

(5) By December fifteenth: The candidate may add a statement of response at their discretion.

(B) Tenure and eligibility. At Youngstown state university (YSU), tenure with promotion to associate professor is a single application process. A terminal degree is required prior to application. An individual who applies for tenure with promotion must meet the tenure eligibility requirements, which are as follows:

- (1) A faculty member must apply for tenure with promotion to associate professor during their sixth probationary year no later than September first, unless delayed beyond the sixth year for documented reasons outlined in paragraph (E) of this rule.
- (2) If a faculty member has not applied for tenure with promotion to associate professor by September first of the sixth probationary year of faculty employment, they will be considered to be in their terminal year of employment unless delayed beyond the sixth year.
- (3) A faculty member shall receive no more than one review for tenure with promotion to associate professor. Once an application for tenure with promotion to associate professor has been submitted, it cannot be withdrawn unless approved by the provost. In no case shall tenure with promotion to associate professor be granted or assumed without a tenure review.

(C) Guidelines for tenure with promotion. Each department shall have guidelines and/or a rubric that has been approved by the dean that defines expectations within the college. These guidelines and/or rubrics shall contain a description of the policies, practices, and criteria to be used in that college when determining qualifications and eligibility for tenure with promotion. The deans advisory council (DAC) shall conduct an annual review of the guidelines and/or rubrics and provide recommendations to the dean each spring semester. After the annual DAC review, the dean will notify all faculty members that the guidelines are available.

Section 3345.45 of the Revised Code specifies that commercialization may be one of the included pathways to tenure.

(D) Suitability for tenure with promotion (quality). The determination of the quality of an individual's performance in the appropriate areas shall be based primarily upon the application, the contents of the official personnel file, and FSTP. The sole repository for application materials is the FSTP.

(E) Years toward tenure with promotion. The year in which the application for tenure with promotion is filed shall not be counted as a year of service in rank. Time spent on leave with pay, including sabbaticals, faculty improvement leaves (FILs), maternity leave and parental leave, but excluding sick leave, paragraph (E)(1) of this rule, shall be counted. One year of service consists of two semesters of full-time employment during an academic year. Employment under summer teaching assignments shall

not be included.

- (1) No year during which the individual is on leave without pay or sick leave for one semester or more may count as a year of service toward tenure, nor may fractional years be added to make a full year.
- (2) Faculty members on approved family medical leave of six to fifteen weeks in a semester during the tenure probationary period may elect an exclusion of one year of the countable years of service that constitute the probationary period upon electronic notice to the chair, with copies to the dean and provost. Normally, the probationary period shall not exceed seven years; however, in extraordinary cases, the probationary period may be extended by the provost.
- (3) A year counted as a year of service toward tenure may be rendered under a full-time appointment at any earned rank, except term faculty. A faculty member who applies for and receives a tenure-track position may, at the time of appointment, negotiate up to two years of previous full-time faculty employment from another university to be counted toward years of service toward tenure with promotion to associate professor at YSU. Once previous full-time service credit toward tenure is negotiated/approved, the timeline for tenure is adjusted and will not be changed.

(F) Application for tenure with promotion.

September first: Last date for an applicant to apply.

- (1) Applications received after eleven fifty-nine p.m. will not be considered.
- (2) Once an application has been submitted, no addenda to the application will be received.

(G) Support materials. Materials relevant to the application shall be compiled and maintained by each faculty member in FSTP.

(H) Review process. All persons who review candidates for tenure with promotion to associate professor shall review the applicant's application, official personnel file, and FSTP before making a decision or recommendation. Any committee member who does not review the

candidate's application and materials are prohibited from voting. The university will award tenure with promotion to associate professor only to those who have demonstrated consistent evidence of quality performance and promise during the period based on the materials submitted for review. Awards shall be made in accordance with the criteria set out in departmental governance documents, college guidelines and/or rubrics, and provost criteria.

- (I) Record of proceedings. Committees shall keep records of their proceedings on the appropriate section of the faculty application for tenure with promotion.
- (J) Department review committee and department chair review. The department review committee (DRC) shall consist of three or more tenured faculty at the rank of associate professor or professor in the department. If the department has fewer than three appropriately qualified faculty members to serve as a DRC, the department chair/school director, in consultation with the faculty member under review, shall identify another tenured faculty from a related discipline or department to fulfill the committee.
  - (1) By close of business on September fifteenth: The DRC shall convene and elect a DRC chair. Administrators, and current candidates for tenure with promotion may not serve on the DRC. The DRC shall review the college guidelines and/or rubric, the department's "statement of normally expected activities and expectations for progress toward tenure with promotion," and the provost criteria.
  - (2) By close of business on October fifth: The DRC will require each candidate to present information and to answer questions regarding their tenure with promotion candidacy. All presentations shall be completed before the recommendation vote. The department chair may observe, but may not participate in, the proceedings and shall withdraw prior to the formulation of any recommendations.

Faculty shall vote via secret ballot on all applications. The secret ballots for assistant professors applying for tenure with promotion to associate professor will provide the following options:

- (a) Support tenure and promotion.

(b) Oppose tenure and promotion.

(c) Abstain from vote or decline to respond.

Completed secret ballots shall be submitted to and counted by the department chair/school director with at least two witnesses.  
Administrative support personnel and faculty members are appropriate witnesses. Additionally, the DRC shall forward its recommendations to the department chair.

(3) By close of business on October fifteenth: The department chair will inform the candidate, chief human resources officer (CHRO) or designee, and the dean of the results of the vote (detailing the number of DRC members) who supported, opposed, and abstained/declined to respond. The department chair/school director shall submit all information in the FSTP to forward to the college review committee (CRC). A candidate who is not recommended may meet with the chair of the DRC and/or the department chair to discuss reasons why the DRC and/or department chair did not recommend the candidate. This must occur within fifteen days of notification but no later than five p.m. October thirtieth. Notification will occur outside of the FSTP.

(K) College review committee. There shall be a CRC in each undergraduate college. The CRC shall include between four and seven full-time tenured faculty members at the rank of associate professor or professor who have served a minimum of one complete year at their current rank. Candidates for tenure with promotion shall be ineligible to serve on the CRC. The CRC members may serve no more than two consecutive one-year terms. The number of members is to be decided by the dean in consultation with the DAC.

The election of the CRC shall be managed by the dean. Probationary faculty, tenured faculty, term faculty and chairs may vote for the CRC members.

(1) By November first: Each dean will send a list of the CRC members to human resources. The dean of the college will convene the first meeting of the CRC. At this meeting, the CRC will select its chair. The naming of the chair must occur by November first.

(2) The dean shall attend the CRC meetings as an observer but shall withdraw prior to the formulation of any recommendations. The CRC will employ the college guidelines and/or rubric, the department's "statement of normally expected activities and expectations for progress toward tenure with promotion," and the provost criteria when evaluating candidates. Each candidate has the right to speak to the CRC on their own behalf. The CRC may seek further input from the DRC chair, the department chair/school director, and other faculty members as it deems appropriate.

(3) By November thirtieth: The CRC chair will forward the recommendation of the CRC to the candidate, the dean, the department chair/school director, the chair of each DRC within the respective college, the CHRO or their designee, and the association president. Candidates who are not recommended may meet with the chair of the CRC within fifteen days of notification to discuss the reason for the recommendation. Notification will occur outside of the FSTP.

(4) By December tenth: The dean will submit their recommendation to the provost and CHRO or their designee. The dean notifies the candidate and association president of their recommendation. Candidates who are not recommended may meet with the dean within fifteen days of notification to discuss the reason for the recommendation.

Prior to the provost rendering a decision on tenure, the provost shall consult with the board of trustees at their December meeting. The chief human resources officer will prepare and submit a summary of all personnel actions for tenure with promotion to the university affairs committee at the following March board of trustees meeting.

(5) January tenth: The provost will render a decision and inform the candidate, the dean, the chair, and the association president. Tenure with promotion decisions will be effective in the next academic year.

(L) Appeal. An individual who has been denied tenure with promotion after being recommended at any level may file a written appeal with the provost after receipt of notice of denial by the provost, but no later than January twenty-fifth.

(1) Upon receipt of the appeals request, a five-member review committee shall be formed. The committee shall be comprised of two representatives appointed by the provost, two representatives appointed by the president of the association, and a fifth member selected by the appointees to serve as chair. Committee members may not be from the appellant's academic department. The committee will be formed by February twentieth.

(2) The faculty member has the right to submit to the appeal committee a written rebuttal of the recommendations at any level (e.g., DRC, chair, CRC, etc.). The committee shall employ the college guidelines and/or rubric, the department's "statement of normally expected activities and expectations for progress toward tenure with promotion," and the provost criteria when evaluating candidates. In addition, the committee shall meet with the appellant, appropriate representatives of the association, and any other persons it deems appropriate and shall submit a recommendation to the president of the university with copies to the appellant, the president of the association, dean, chair and provost by March tenth. Should the appeals panel fail to submit a recommendation within the prescribed deadline, the provost's decision shall stand.

(3) The president will notify the appellant, the department chair/school director, college dean, and the association of the final decision by March twentieth. The president's decision shall be final and binding on the administration, the association, and the appellant. However, a faculty member who believes that the procedures described in this policy have not been followed may file a grievance under the provisions of the current YSU/YSU-OEA collective bargaining agreement.

(M) Disposition of tenure with promotion application documents. The completed tenure with promotion with all recommendations shall be stored in FSTP and the provost's final recommendation letter shall be deposited in the candidate's official personnel file at the conclusion of the process.

(N) Terminal year. A candidate who is denied tenure with promotion may request up to one academic year at the same salary as the preceding academic year, provided that the tenured faculty members in the

department have voted to approve the recommendation of a terminal year contract. If recommended by the tenured faculty, the chair shall forward the tenured faculty recommendation with their recommendation to the dean, who shall then forward their recommendation along with the faculty and chair recommendation to the provost, who will make the final decision. An individual who believes the procedures of this policy have been violated may file a grievance under the provisions of the current YSU/YSU-OEA collective bargaining agreement.

- (O) YSU shall not bargain tenure policies. This policy applies, notwithstanding, any contrary provision in a collective bargaining agreement entered into on or after the statute's effective date.
- (P) This policy is adopted by the board of trustees pursuant to section 3345.455 of the Revised Code and per the directive of the chancellor of the ODHE. This policy becomes effective upon the earlier of:
  - (1) The ratification or adoption of a new collective bargaining agreement replacing the agreement between Youngstown state university and the Youngstown state university chapter of the Ohio education association, 2023 to 2026; or
  - (2) The commencement of conciliation proceedings during such negotiations.