

Retention and Student Success

EDUCATIONAL COUNSELORS

REAPPOINTMENT/TENURE RECOMMENDATION

STANDARDS AND PROCEDURES

As Amended and Approved by VPAA Barbara Chapman, May 20, 1999

As Amended and Approved by Dean William Potter, June 15, 2007

As Amended and Approved by Dean William Potter and VPAA Daniel Burcham, September 3, 2008

As Amended and Approved by Dean William Potter and Provost Erickson, April 4, 2012

Approved 4/11/13
Paul Blake

INTRODUCTION

The Board of Trustees of Ferris State University and the Ferris Faculty Association, MEA-NEA Agreement (Section 3-Tenure) requires the tenured bargaining unit members of each department/unit to be responsible for:

1. Determining the criteria for attainment of tenure.
2. Reviewing the performance of non-tenured bargaining unit members for a recommendation to reappoint or not reappoint during relevant employment years.
3. Reviewing the performance of non-tenured bargaining unit members for a recommendation regarding the granting of tenure during the relevant employment year.

MISSION STATEMENT

The criteria and procedure for the attainment of tenure have been established by the tenured educational counselors and are contained in this document. These criteria are designed to assure the quality of educational counseling and that educational counselors are contributing members of the university community. The procedures for evaluation of non-tenured educational counselors and for making recommendations for the granting of tenure have been established to assure that these criteria are being met. The procedures are structured to assist the non-tenured educational counselor to improve his/her performance to qualify for tenure. These procedures should assure that the tenured members of the unit have sufficient information to make a fair assessment of a candidate's qualifications while affording assistance and due process to the non-tenured member(s).

DEADLINES

If any deadline in this policy falls on Saturday, Sunday, or a holiday, the due date will be the preceding workday. All dates and timelines of this policy are adaptive, meaning that whenever official deadlines are established or modified by the FSU/FFA Agreement, this policy will be considered to have been automatically amended accordingly. The Tenure Review Committee Chairperson will be responsible for notifying members of any such changes as they occur. See attached *Amendments to Procedure, Reappointment/Tenure Timelines (FSU/FFA Agreement, Section 3.4)*

THE REAPPOINTMENT/TENURE APPLICATION FOR FIRST YEAR OF EMPLOYMENT

In support of their candidacy for reappointment/tenure, non-tenured educational counselors will submit to the Tenure Review Committee an application portfolio containing information relative to the evaluation criteria by October 1. Information such as dean's/supervisor's evaluation, a Vita, memberships in professional organizations,

etc. which will show evidence of progress toward meeting the expectations of the evaluation criteria for attainment of tenure are to be submitted. Portfolios should not include entire documents; mention of a project and a sample of the first page should suffice. Complete documents should be available to the Tenure Review Committee upon request.

CRITERIA FOR THE ATTAINMENT OF REAPPOINTMENT/TENURE AS AN EDUCATIONAL COUNSELOR FOR SECOND AND SUBSEQUENT YEARS

Service and professional development are important categories and cannot be neglected by any successful candidate. However, it is the intent of the educational counselor faculty that the preponderance of weight to a candidate's reappointment/tenure be ascribed to the evidence presented in the portfolio relative to the Basic Professional Job Responsibilities (counseling/instruction/administrative) criteria.

I. EDUCATION

All candidates for tenure shall have a minimum of a master's degree and be certified as a Limited Licensed Counselor (LLPC), Licensed Professional Counselor (LPC), Limited Licensed Master's Social Work (LLMSW), Licensed Master's Social Work (LMSW), Limited Licensed Psychologist (LLP), Licensed Psychologist (LP), or Certified Rehabilitation Counselor(CRC). This educational criterion is mandatory. While reappointment may be recommended, tenure will not be recommended without full licensure or certification at the master's degree level for that discipline.

II. BASIC PROFESSIONAL JOB RESPONSIBILITIES (counseling/instruction/administrative)

The candidate for reappointment/tenure shall fulfill the Basic Professional Job Responsibilities to which he/she has been assigned. Candidates should show evidence of creative and innovative contributions to student service. Leadership positions are encouraged.

The candidate will include a detailed listing or description of the current assignment and responsibilities and an evaluative letter of the performance of those responsibilities from his/her immediate supervisor.

III. SERVICE

The candidate for reappointment/tenure shall have committee, task force, or organizational service. Leadership positions are encouraged.

IV. SCHOLARLY AND PROFESSIONAL ACTIVITIES

- A. The candidate for reappointment/tenure must exhibit professional behavior.
- B. The candidate for reappointment/tenure must demonstrate knowledge of current developments in counseling/student development issues.
- C. The candidate must demonstrate involvement in at least two of the three categories below:
 - 1. Maintain membership in at least one professional organization related to the counseling profession and/or the current job responsibilities of the candidate such as NACADA, MCA or MIAHEAD.
 - 2. Attend workshops, conferences, seminars, or other continuing education opportunities including those offered by the Faculty Center for Teaching and Learning and/or earn graduate

level credits in courses related to the counseling profession and/or the current job responsibilities of the candidate.

3. Carry out scholarly activities in the areas of student development, the counseling profession including Social Work and Psychology, and/or an area related to the current job responsibilities of the candidate such as teaching, working on a grant, research or submitting articles for publication.

It is recommended that candidates familiarize themselves within the FSU/FSU Agreement Section 3.4: Evaluation and Reappointment/Non/Reappointment of Non-Tenured Faculty

EVALUATION PROCEDURES AND TIMELINES

The Tenure Review Committee will be composed of all tenured educational counselors and the chairs of the candidate's Tenure Mentoring Committee (TMC). However, if there are no tenured educational counselors, tenured members of Retention and Student Success faculty may serve. If there are no tenured faculty in Retention and Student Success, all members of the Tenure Mentoring Committees will serve as the Tenure Review Committee.

I. In May of each year a meeting of the Tenure Review Committee will be held to:

A. Review this policy document for appropriate amendments

B. Elect a Tenure Chairperson. An educational counselor will serve as the chair of the Tenure Review Committee barring extenuating circumstances. If there are no tenured Educational Counselors in the unit, a tenured faculty member from Retention and Student Success faculty would serve as chair. If there are no Tenured faculty in Retention and Student Success, a chair shall be elected from tenured faculty serving as the chairs of the individual Tenure Mentoring Committees. A simple majority vote of the members present at the meeting will determine the outcome of the vote. The Tenure Chairperson will be responsible for:

1. Maintaining all tenure review records
2. Assisting the candidate in forming Tenure Mentoring Committee
3. Convening appropriate tenure review meetings
4. Mentoring each newly hired educational counselor until the formation of the Candidate Tenure Mentoring Committee
5. Forwarding reappointment/tenure recommendations to appropriate university officials

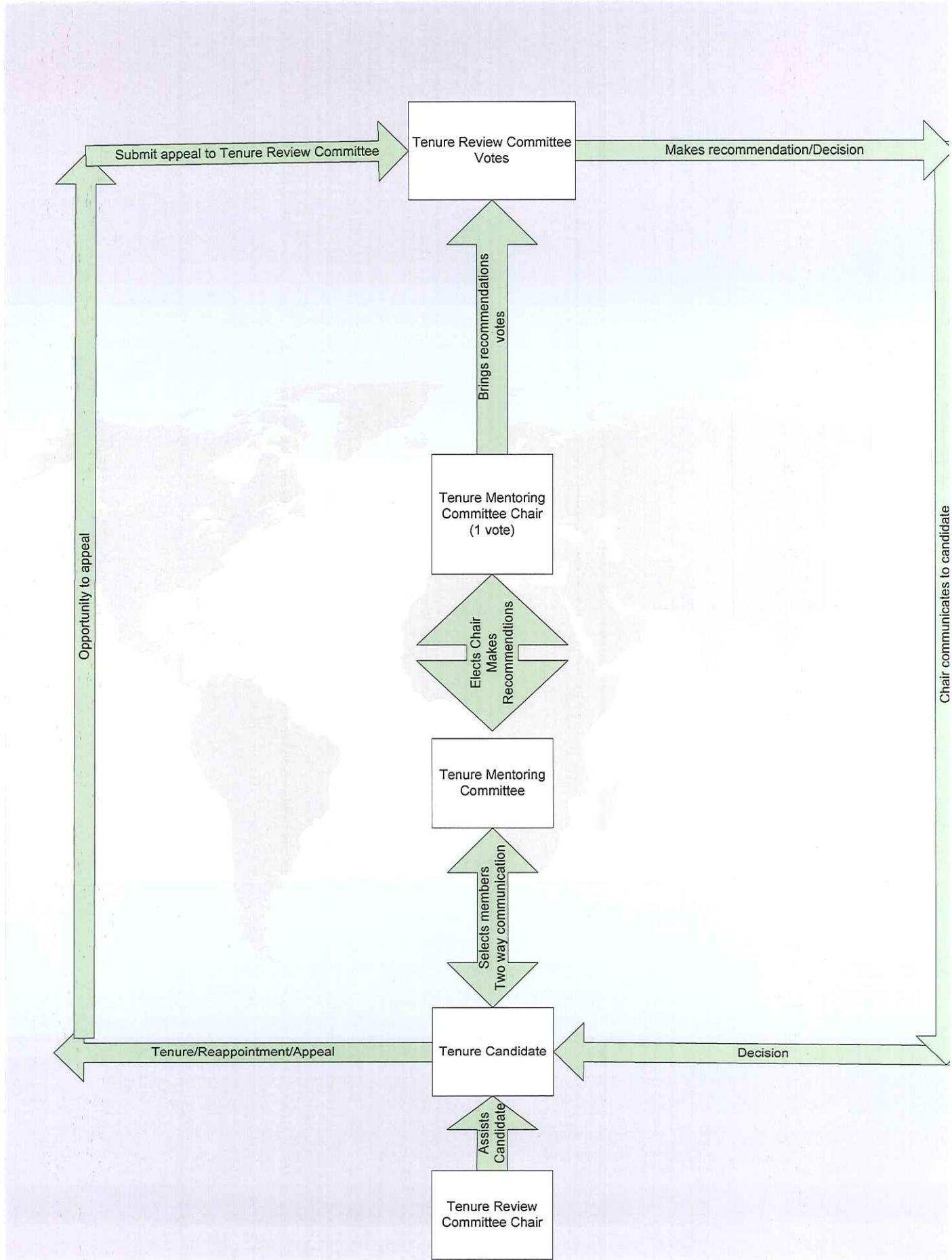
II. Candidate Tenure Mentoring Committee

A. A Candidate Tenure Mentoring Committee will be established during the candidate's first full year of employment. A Candidate Tenure Mentoring Committee will be composed of three tenured persons. The candidate reserves the right to replace any member of the mentoring committee. The Mentoring Committee should be selected and in place by September 1 of the first full year and each subsequent year. The members of the Mentoring Committee will select by simple majority vote, the chair, who is responsible for coordinating the committee's responsibilities.

Although it is expected that mutual communication will exist between the candidate and the Tenure Mentoring Committee, it is incumbent upon the candidate to initiate and maintain interaction with his/her Tenure Mentoring Committee for the purpose of calling meetings, requesting guidance, and arranging professional observation sessions.

- B. The committee chair will:
 - 1. Convene appropriate mentoring committee meetings
 - 2. Serve on the Tenure Review Committee as a voting member
- C. The committee will:
 - 1. Act as advisors to the candidate and assist in the development of the application and Portfolio as requested.
 - 2. Each member will complete an evaluation of the candidate and discuss the results with the committee.
 - 3. Prior to the committee chair meeting with the Tenure Review Committee, The Tenure Mentoring Committee will discuss their consensus evaluation with the candidate to allow the candidate opportunity for input and feedback to be recorded on the evaluation. Following that discussion, the Tenure Mentoring Committee will determine if the committee chair, who will be allowed one vote at the Tenure Review Committee meeting where, reappointment/tenure is decided, will represent the group voting decision. However, if that individual, due to extenuating circumstances, is also the chair of the Tenure Review Committee, another member will be elected to assume the role of the individual Tenure Mentoring Committee chair.
 - 4. The Candidate Tenure Mentoring Committee will be established and its duties will commence during the candidate's first year of employment, preferably the first semester. Evaluations may be provided to the Tenure Review Committee during the candidate's first year of employment. Candidates should not assume that Interactions between the candidate and either the Candidate Tenure Mentoring Committee or the Tenure Review Committee is subject to the rights of confidentiality of privileged information.
- III. **By June 1** the Tenure Review Committee Chairperson will send to each candidate a copy of the Reappointment/Tenure Recommendation Standards and Procedures document by a tenured member of the Developmental Curriculum faculty.
- IV. In the year in which a tenure decision is to be made, the candidate must submit his/her portfolio to the Tenure Review Committee by October 1. In years in which a reappointment decision is to be made, each Tenure Mentoring Committee will complete its evaluation of the candidate and the committee chair will present its recommendation to the Tenure Review Committee Chairperson by October 1. It is expected that the mentoring committee has assisted the candidate with the creation of the portfolio and is already familiar with it.
- V. **By November 1** the Tenure Review Committee will:
 - A. Complete a review of the submitted portfolio application.
 - B. Hold a meeting to determine the preliminary reappointment/tenure recommendation.
 - C. Notify the applicant in writing of this preliminary recommendation.
 - 1. Voting will be by paper or electronic ballot.

2. A simple majority vote of the Tenure Review Committee members will determine the preliminary recommendation. In the absence of an appeal by the candidate, this will become the final recommendation.
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- VI. The candidate shall have the opportunity to appeal to the Tenure Review Committee for a reconsideration of the preliminary recommendation. This appeal is made in writing and must be received by the Tenure Review Committee Chairperson on or before November 6. The appeal meeting will be held no later than **November 10**. A simple majority vote will determine the disposition of the appeal. Voting will be by paper or electronic ballot. The appellant will be notified in writing by the Tenure Review Committee Chairperson as to the disposition of the appeal.
 - VII. The Tenure Review Committee Chairperson will forward, in writing, the evaluation and final recommendation to the candidate and the appropriate department head/chair or dean by:
 - A. **November 20** for those seeking reappointment
 - B. **December 15** for those seeking tenure
 - VIII. Records of the reappointment/tenure review evaluation process will be maintained by the Tenure Review Committee Chairperson. These records will be shredded upon the awarding of tenure or the denial of tenure or reappointment. If tenure is denied, the candidate's tenure review file shall be kept for three consecutive years after the date of denial.



Amendments to Procedure, Reappointment/Tenure Timelines (FSU/FFA Agreement, Section 3)

<i>Proposed amendments presented to Department Head (DH)</i>	<i>January 30</i>
<i>DH forwards proposal and recommendations to Dean</i>	<i>February 15</i>
<i>Dean forwards proposal with recommendations to Provost</i>	
<i>Provost acts upon proposal</i>	<i>April 15</i>
<i>(Approved amendments affect only newly hired candidates. Current candidates have the option of choosing.)</i>	
Tenure Review Committee Chair (TRC) sends Standards and Procedures to candidates	May 1- June 1
TRC reviews Reappointment/Tenure Policy	May 1 – June 1
Formation of Candidate Tenure Mentoring Committee <i>employment,</i> <i>preferably the first semester</i>	<i>The first year of</i>
Application materials for reappointment/tenure due	October 1
Preliminary recommendation provided to reappointment candidate	November 1
Intended recommendations provided to tenure candidate	November 1
Candidate’s appeal meeting of preliminary recommendation	November 10
Candidate requests meeting regarding tenure non recommendation	November 15
TRC forwards final recommendation to candidate and DH	November 20
DH will provide evaluation/recommendation to the candidate	December 10
DH will forward all information to Dean	December 10
TRC forwards final report for tenure to DH and candidate	December 15
Candidate’s written response to DH recommendation	December 20
Dean submits recommendations for reappointment to Provost	January 15
Dean submits recommendations for tenure candidate	January 15
Formal notice of tenure recommendation from Provost	March 1
Appeal for tenure to President	March 15

Formal notice of reappointment/non reappointment year of service)	March 15 (first
Formal notice of reappointment/non-reappointment (subsequent years)	January 30
Appeal for reappointment to President (subsequent years)	February 15
Appeal for reappointment to President year of service)	April 15 (first