

Policy No. 110

Area: Academic Affairs

*Original signature is on file in
Office of General Counsel*

Adopted: November 7, 2025

Certified by _____

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President, Central State University

Revisions Adopted:

SUBJECT: Faculty Tenure Policy

Tenure is a milestone in the continual process of faculty development. Faculty have the responsibility to help in the development of their colleagues, and faculty tenure is indispensable for the proper functioning of the University. Tenure ensures the retention of talented permanent faculty, secures faculty autonomy and forms the basis for the development of an intellectual community. Above all, tenure protects the academic freedom of faculty to conduct their teaching and research without constraints by interests both inside and outside the University.

A. Recommendation for Tenure in Conjunction with an Initial Faculty Appointment

If a Department/Unit recommends tenure for an individual in conjunction with an initial faculty appointment to Central State University, the Department/Unit must forward appropriate documentary support along with its recommendation to the Dean of the College. To be eligible for tenure, the individual must hold tenure or have retired with tenure from an accredited college or university. In this case, prior tenure status can be considered as equivalent to fulfillment of the probationary period at Central State University, as specified below. Except for years of service at Central State University, the candidate's documentary support should meet the same standards expected of a CSU Faculty Member. The Dean or Library Director will forward his/her recommendations and the documentary support to the Provost and Vice President for Academic Affairs who will report to the president.

B. Kinds of Appointment Eligible for Tenure

A regular appointment will be for a probationary period of service leading to tenure unless the appointment is terminated by action of the appointee or by action of the Administration as hereinafter provided. A regular appointment may be terminated by the Administration any time during the probationary period as long as appropriate notice is given. However, if tenure is granted at any time prior to the designated termination date, the notice of termination is invalidated.

Faculty Members with regular appointments have unqualified titles. They typically perform most of their duties during the fall and spring semesters. At least 50% of their time and effort is dedicated to instruction or to professional library work.

For any initial regular appointment at the rank of Instructor, the appointee must be promoted to Assistant Professor within four (4) years of the initial appointment or the appointment will be terminated with appropriate notice. Article 16 procedures do not need to be followed in this latter case.

A research appointment is identified by a faculty title qualified by the word "Research." Faculty Members with "Research" titles have 12-month work obligations. At least 50% of their time and effort is dedicated to research. Research Faculty Members are tenure eligible.

Terms of employment for Research Faculty Members, with regard to appointment and tenure, are the same as for Faculty Members with regular appointments except as specified elsewhere in this policy.

C. Probationary Period for Tenure

Tenure may only be granted at the rank of Assistant Professor or higher. The minimum probationary period for tenure is five (5) years and the maximum is six (6) years. The probationary period commences with a regular or research appointment and will include at least three (3) years on the faculty at Central State University except for full Professors for whom the requirement is two (2) years. Part-time service will not be counted as part of the probationary period. Upon request of a Faculty Member continuing to provide full-time service to the University, the tenure clock may be extended for no more than a combined total of one year under the following circumstances:

- a) Substantial responsibility for the care of a newly born infant or a newly adopted child under the age of five.
- b) Substantial responsibility for the care of an elderly and/or ill immediate family member.
- c) Use of paid or unpaid sick leave by the Faculty Member, due to his/her own illness or injury, for a continual period of at least eight (8) weeks.

In the event that a Faculty Member holding academic rank and serving a term appointment receives a probationary appointment leading to tenure, the Faculty Member may retroactively request an extension of the tenure clock based on criteria a, b, c above for a maximum of one year of service under a term contract. The request must be made in writing to the Provost at the time of the Faculty Member's tenure-track appointment. This extension does not affect the ability of a Faculty Member to elect a waiver as below.

Academic appointments will normally be from the beginning of the academic year. Any appointment with an effective date between August 1 and December 31 will be counted for the purpose of entitlement to academic leave and as part the probationary period of service, commencing on August 1 of that year. Partial years of service resulting from appointment

beginning January 1 or later will not be counted for the purpose of entitlement to academic leave or as part of the probationary period of service.

In the event that a Faculty Member holding academic rank and serving a term appointment receives a probationary appointment leading to tenure, all full-time service on term appointment at Central State University will be counted toward tenure unless the Faculty Member elects to waive a maximum of one year's service. Faculty Members must make such an election in writing to the Provost at the time of their appointment leading to tenure. Failure to make an election will result in the application of all full-time service on term appointment at Central State University.

When an Instructor is promoted to Assistant Professor, years spent on regular appointment as an Instructor will count towards the probationary period. However, an Instructor promoted to Assistant Professor may elect to waive one year's service as Instructor. Such election must be made in writing to the Provost at the time of promotion to Assistant Professor.

In the event that a Teaching Faculty Member is converted to a probationary appointment leading to tenure, up to 3 years of full-time service at Central State University will be counted towards tenure at the discretion of the Teaching Faculty Member after consultation with the Department Chair. Teaching Faculty Members must make such an election in writing to the Provost at the time of their appointment leading to tenure. These years of service will be included in the new offer letter converting the Faculty Member to tenure track.

D. Termination and Tenure:

After no more than six (6) years of probationary service, a Faculty Member with a regular appointment or a research appointment will either be granted tenure after the recommendations set forth herein have been made or will receive notice of termination in accordance with procedures set forth herein. Tenure will be achieved and become official only when granted by the Board of Trustees, and only in accordance with the criteria and procedures provided for the Faculty Tenure Policy. The tenure of a Faculty Member will continue until death, resignation, retirement, or until terminated for adequate cause or as a result of post-tenure review, or, only in the case of a tenured Research Faculty Member, termination of external funding for their position or lack of qualifications when the plan of work has been modified or replaced. All persons receiving tenure will be notified in writing by the President or designee.

Academic tenure means an appointment that can be terminated only for specifically stated causes as set forth under retrenchment, post-tenure review, or in Article 17 of the Agreement between Central State University and the American Association of University Professors Central State University Chapter. It should be granted only to persons who have demonstrated,

by passing successfully through a period of probation, that they are fully qualified. An exception to the first sentence of this paragraph will apply when external funding for the position of Research Faculty Member has been terminated or the Faculty Member lacks qualifications when the plan of work has been modified or replaced. In that case, the Faculty Member will be treated as if his/her program was terminated and the provisions of the university Retrenchment policy will apply.

A Faculty Member may request initial consideration for tenure during the last year of his/her minimum probationary period as set forth in section D above. If a Faculty Member does not achieve tenure during the initial consideration period (the fifth probationary year), he/she will receive final consideration one (1) year later (the sixth probationary year). If a Faculty Member chooses not to be considered during the fifth probationary year, he/she will receive final consideration during the sixth probationary year. If tenure is not awarded by the close of the sixth year of probationary service, the Faculty Member will be given a one-year term contract that shall terminate effective with the end of the seventh year.

E. Criteria for Tenure

Tenure is the recognition that a Faculty Member is professionally competent and has made significant contributions in teaching, scholarly activity, commercialization, and/or service. Tenure is thus based upon merit, not solely years of service. Since tenure is not automatic and individuals are granted tenure on the basis of judgmental as well as qualifying criteria, individuals once tenured are expected to continue to make advancements in the areas of teaching, scholarly activity, and service.

F. Appointment and Tenure of Librarians

Appointment and tenure of librarians will be governed by the same provisions as for other Faculty Members. For these purposes, the library faculty will comprise the equivalent of a department. Recommendations for appointment will go from the library faculty to the Library Director and then to the Provost and Vice President for Academic Affairs, and then to the President and Board of Trustees. Recommendations for tenure will go from the library faculty to the Library Director, to the University Senate Promotion and Tenure Committee, to the Provost and Vice President for Academic Affairs, and then to the President and Board of Trustees.

The Faculty Tenure policy must be updated and adopted every five years effective from the date the policy is adopted.