

## **Procedure for AEAO tenure transfer or termination due to deletion of a program from the university's curriculum**

Responsibility: Office of Academic Affairs

Authority: Policy #5:02:03:60, [Policy on Academic Tenure for the Tennessee Board of Regents Universities](#)

Complete College Tennessee Act of 2010, Tennessee Code Annotated, Section 49-7-147.

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As required by the Complete College Tennessee Act (CCTA) of 2010, remedial and developmental education must be provided by community colleges and not universities as of July 1, 2012. As part of the redesign of Developmental Studies required by the Complete College Act Of 2010, the Department of Academic Enrichment, Advisement and Orientation (AEAO) will be disbanded effective June 30, 2011. While some of its responsibilities will be relocated in a student support center, AEAO will no longer be an academic department. Faculty members who are tenured in AEAO may seek tenure in another department closely aligned with their academic credentials and expertise. It is anticipated that the AEAO faculty will seek tenure in one of the following departments: Physics and Mathematics, Teaching and Learning, or Language, Literature, and Philosophy.

### **Procedures for Transfer or Termination of Tenure because a program is deleted from the curriculum<sup>1</sup>**

1. Before declaring that curricular reasons for termination of tenure exist, the president will ensure meaningful participation by the university's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the university's curriculum and its strategic planning goals, and the advisability of initiating further action.
  - a. Each university will have a policy that describes procedures whereby a description of curricular reasons that may warrant the termination of tenured faculty will be made to a representative faculty body.
  - b. Each reason for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those which are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment patterns.
2. The president will present – verbally or in writing – a description of curricular reasons that may warrant the termination of tenured faculty member(s) to a representative faculty body.

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<sup>1</sup> "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization. The CCTA qualifies as such a circumstance.

3. That body will have the opportunity to respond in writing to the president before action is initiated.

#### **Tenure Transfer Application Procedure**

4. Each tenured AEAO faculty member will notify the VPAA by March 15, 2011 of his/her interest in transferring tenure to another department, and identify the department.
  5. The VPAA will notify the department of intent to transfer by March 16, 2011.
  6. Faculty member will prepare a file for review by April 1, 2011, that includes the following:
    - a. Letter of Interest
    - b. Current CV including publications and classes taught from last 5 years
    - c. Annual reviews for the last 3 years
    - d. Student evaluation of instruction (SEI) data
    - e. Copy of recent course syllabus
  7. The materials will be collected by Dr. Johnanna Grimes and submitted to the VPAA by April 1, 2011.
  8. The VPAA will notify the department head and dean of the faculty member's request to transfer, and forward the packet by April 1, 2011.
  9. The department will form a committee to review credentials of AEAO faculty interested in transferring tenure to that department, as follows:
    - a. Committee will be formed by April 1, 2011
    - b. Review commences no later than: April 15, 2011
- Transfer applicants' credentials will be reviewed based on SACS requirements  
Departmental tenure requirements
- Department faculty will review materials and make one of the following recommendations by April 15, 2011:
- a. Recommend appointment at current rank in new department
  - b. Do not recommend appointment in new department
10. Department heads will make recommendations to the Dean by April 20, 2011
  11. Dean will make recommendations to the VPAA by April 30, 2011
  12. The VPAA will make recommendations to President by May 5, 2011

If a faculty member is not approved for a tenured position in a new department, the president will notify the faculty member in writing by May 11, 2011 of TSU's intent to terminate the faculty member's tenure based on curricular reasons. The faculty member will have the option of remaining in CARS as staff, adjunct faculty, and/or a lab instructor, OR being provided a one-year, transitional position in teaching or support for newly-designed college-level math, English or reading courses. Any faculty member who is not approved for a new tenured position may also appeal the tenure termination decision consistent with the TBR Policy 5:02:03:60.

13. Following receipt of the recommendations of the VPAA, the president shall furnish each faculty member to be terminated a written statement of the reasons for the termination.
14. The president's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
15. If the faculty member(s) to be terminated indicate(s) objections to the president's written statement(s) and request(s) a review, the president will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the representative faculty body.
16. The committee shall conduct a hearing on the proposed termination(s).
17. The committee shall report its findings and recommendations to the president, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.
18. The president's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the Chancellor and the Board as provided in the policy on appeals to the Board (TBR Policy 1:02:11:00).

Adopted: March 9, 2011.