

DREXEL UNIVERSITY COLLEGE OF MEDICINE

Tenure Procedure

This Procedure applies to all faculty applying for Tenure or Tenure of Title as such terms are defined in the College of Medicine's Tenure and Promotion to Tenure Policy.

Candidates for Tenure. Appointments for faculty members eligible for the award of Tenure must state that the appointment is for a Tenure position and carry a specific statement of the maximum length of service that will be required before a tenure decision is made.

Candidates for Tenure of Title. Appointments for faculty members eligible for the award of Tenure of Title must state that the appointment is for a Tenure of Title position. There is no fixed date (or tenure clock) by which the candidate's application for Tenure of Title must be considered by the College. It is up to the individual and his or her department chair to evaluate whether the individual's application meets the standards for the awarding of Tenure of Title. To be considered for Tenure of Title, the faculty member must discuss this with his or her department chair by June 30th. If there is a disagreement between the faculty member and the chair, the Dean will decide this issue.

Tolling of Tenure Clock. Upon the written request of a faculty member, the Dean (after receiving recommendation from the department chair) may toll (or stop) the faculty member's tenure clock for such period(s) of time as the Dean deems appropriate if the Dean believes the academic performance of the faculty member would be adversely affected by a serious personal illness, provision of care for a seriously ill family member, responsibility as a primary care giver following the birth or adoption of a child, or other exceptional cause. The approved period is excluded from the time of service counted in computing the date for tenure review.

Tenure Track Progress Review. The department chair's annual evaluation for a faculty member eligible for the award of Tenure will include a review of the progress made by the faculty towards Tenure. The review by the department chair will, at a minimum, indicate one of the following: (a) she/he is making satisfactory progress towards Tenure; or (b) she/he is progressing towards Tenure with qualifications in which appropriate actions must be taken to remedy deficiencies in the individual's performance (i.e., research productivity or progress toward meaningful research funding). These remedies include but are not limited to mentoring by senior faculty, or guidance in preparing research proposals. In such cases, the burden of responsibility for performance improvement is on the individual; or (c) she/he is not making satisfactory progress towards Tenure.

Review Leading to a Tenure or Tenure of Title Decision. The Chair of the Tenure Committee and the Office of Faculty Affairs shall monitor the progress of applications so that candidates and reviewers comply with this schedule. These timelines are intended to be observed strictly so that the process moves forward with due time for deliberation at all stages; but these deadlines may always be extended by the Dean for good cause:

* **BY JULY 1st.** Department chairs must forward to the Dean a list of all Tenure and Tenure of Title candidates scheduled to be considered during the current academic year. The department chair will also inform the eligible faculty member that their application will be considered during the current academic year.

BY JULY 15TH. The candidate should submit to his or her department chair a list of internal and outside reviewers that the candidate specifically does not wish to have used in the review process (if any) and reasons why their exclusion is requested. Chairs should begin the process of soliciting review letters which includes the solicitation of at least five (5) letters from highly qualified outside reviewers and at least two (2) letters from highly qualified internal reviewers. The reviewers will be asked about the appropriateness of awarding tenure to this candidate and the standing of this candidate relative to his or her peers at other prominent institutions. It is preferable that the reviewers be tenured at their own institution and, for outside reviewers, that they not be closely associated with the candidate (e.g. previous supervisors and collaborators).

BY AUGUST-15TH. Candidates must submit their tenure dossiers to their department chairs. This dossier should include a complete curriculum vitae in the appropriate College format, an abbreviated two-page resume, teaching evaluations, such other written statements or materials that the candidate may wish to submit. All dossiers should be seen only by those authorized to do so and should be regarded as highly confidential, particularly the internal and outside letters of reference.

Upon receipt of the candidate's tenure dossier, the department chair then initiates the departmental review process

For those candidates holding a secondary appointment in another department, the review process will include consultation with the department chair in which the faculty member holds a secondary appointment. The candidate's progress reviews, annual reviews and other records contained in the candidate's departmental and personnel files are also taken into consideration.

BY OCTOBER 31st. Department reviews must be completed and the results communicated in writing to the candidates by October 31. This includes the report and recommendation of the department tenure committee or its equivalent, if any, and the department chair, retaining the anonymity of the internal and outside reviewers.

BY NOVEMBER 15th. The candidate must acknowledge receipt of the department report and recommendation. The candidate must note any objections in writing. This acknowledgment and any objections shall be sent by the candidate to his or her department chair and will become part of the official record.

At this time by written notification to the Dean and department chair, the candidate may defer the application for tenure and resubmit his or her application within the next two academic years. A candidate's application may only be deferred once and may not be deferred beyond the ninth year after initial appointment to tenure track unless the candidate's tenure clock has been tolled. A candidate's faculty reappointment during any deferral period will be governed by the College's Faculty Bylaws and policies; therefore, reappointment is not guaranteed during any period of deferral.

BY DECEMBER 1st. The official record, including the dossier, is then sent by the candidate's chair to the Office of Faculty Affairs who forwards the official record to the College Tenure Committee for review and a recommendation.

BY FEBRUARY 15th. The Tenure Committee will complete its review of a candidate's application and make written recommendation on the candidate. The Tenure Committee's recommendation will be forwarded to the candidate, who must note any objections to the recommendation in writing delivered to the Dean within fifteen (15) days of receipt.

BY MARCH 1st. The Tenure Committee's recommendations on the candidates will be forwarded to the Executive Committee of the Faculty for review at its next regular meeting.

BY MARCH 15th. The Executive Committee of the Faculty will review and forward its recommendation on the candidates to the Dean for his or her consideration. The Executive Committee of the Faculty's recommendation will be forwarded to the candidate, who must note any objections to the recommendation in writing delivered to the Dean within fifteen (15) days of receipt.

BY APRIL 15th. The Dean shall consult with the President regarding the candidate's applications. If the Dean and President both believe that the award of Tenure or Tenure of Title is merited, the Dean will forward this positive recommendation to the Academic Affairs Committee of the Board of Trustees for review and action. The recommendations of the Dean and the President must be transmitted to the candidate. The candidate must make any objections in writing delivered to the Dean within five (5) days of receipt of the recommendations.

Academic Affairs Committee Review and Action. Candidates whose tenure review is positive will have the abbreviated two-page resume of her/his teaching, research and service record submitted for consideration by the Academic Affairs Committee of the College's Board of Trustees at its next regular meeting. The recommendations of the Academic Affairs Committee must be transmitted to the candidate. The candidate must make any objections in writing delivered to the Dean within five (5) days of receipt of the recommendations.

Board of Trustee Review and Action. If recommended by the Academic Affairs Committee, the candidate's abbreviated two-page resume of her/his teaching, research and service record will be submitted to the full Board of Trustees for consideration at its next regular meeting. The Dean will promptly inform candidates of the decision by the Board.

At each level of review, the reviewer or reviewing body may request additional documentation or information from the candidate or from any other sources the reviewer believes will provide relevant information that will be useful in evaluating the merits of the application.

Exceptions to Normal Tenure Review Process. The Dean may process a candidate's application for Tenure or Tenure of Title in accordance with the above procedures on an accelerated schedule when necessary to respond to competitive situations.

Appeals. A negative recommendation at any point in the tenure process above the department review level will terminate the process at that point unless the candidate appeals the negative recommendation following the procedures set forth in this paragraph. Candidates may appeal a negative recommendation made below the Dean's level in writing to the next higher level or, if the negative recommendation is made by the Dean, the decision may be appealed to the President. If the negative recommendation is made by the President, the candidate may appeal to the President for reconsideration of the recommendation. If the decision to deny tenure is made by the Board of Trustees, the candidate may appeal to the Board for reconsideration of its decision. The Board's decision upon reconsideration shall be final and not subject to further review within the College. The candidate's appeal must be made in writing within thirty (30) days of notification of the negative recommendation or decision and must include the specific objections or basis for the appeal. In cases where the candidate demonstrates that bias, prejudice, or serious deviation in procedures has materially affected the review of the candidate's application, a substitute body may be convened by the Dean (or by the President, if the demonstrated bias, prejudice or deviation in procedures is by the Dean). A substitute body for the Board of Trustees is not allowed. This substitute body shall be advisory to the Dean or President. A second

negative decision by any entity in this process shall be final and no further appeals shall be available.

Official Record. The official record of a tenure application consists of the tenure dossier and any supporting materials or other communications concerning the application submitted by the candidate during the tenure review process; outside review letters; annual reviews; the recommendations and/or reports submitted by the department, department chair, Tenure Committee, Executive Committee and Dean; and other documents relied upon by any reviewer or reviewing body within the College. The Dean's Office or his or her designee shall be the custodian of the official record.

Transition Provisions. The following transition provisions shall apply to persons holding faculty appointments on the Effective Date of these Procedures (as defined below). If an eligible faculty member wishes to be placed on tenure track or immediately proposed for Tenure or Tenure of Title, then the faculty member must apply in writing to his or her department chair. The Department Chair and faculty member, subject to the Dean's approval, will determine if the faculty member should be placed on the tenure track and the time table under which the faculty member's application for Tenure or Tenure of Title will be considered. If there is disagreement between the faculty member and the department chair, the matter will be decided by the Dean. Faculty members whose application for tenure have previously been submitted to the Academic Affairs Committee of the Board of Trustees will be reviewed by the Dean and forwarded to the Academic Affairs Committee upon the positive recommendation of the Dean. All other faculty who had applications pending at lower levels of review must up date their tenure dossier curriculum vitae (except that faculty will not be required to obtain new or updated letters of recommendations) and submit their application in accordance with the review process established by these Procedures.

Amendments. These Procedures may be amended from time to time by the Dean, after consultation with the faculty. Faculty members are responsible for familiarizing themselves with these Procedures. No provision of these Procedures may be waived or modified by any officer, faculty member, employee or agent of the College without the prior approval of the Dean.

Effective Date. These procedures become effective June 27, 2006.