

GENERAL GUIDELINES PERTAINING TO TENURE DECISIONS

The Memorandum of Understanding Regarding Tenure Decision Dates form must be filled out completely by the appropriate hiring units and signed by both the appropriate BU administrators and the candidate at the time of the initial tenure-track appointment.

A. Definition

Tenure-track Probationary Appointments for Lecturer, Instructor, and Professorial Ranks (Assistant Professor, Associate Professor, Professor, Distinguished Professor) are defined in the Bradley University *Faculty Handbook*. The total period of full-time service prior to the acquisition of continuous tenure will not exceed six years unless granted a one-year extension according to the *Faculty Handbook*. See section IIB, 1a., 2)a).

B. Tenure decision dates

1. The “tenure application date” is the point in time at which the faculty member submits his or her professional portfolio for evaluation by the faculty and administrators in the department, college, and university. The tenure application process normally begins in the fall semester of the faculty member’s sixth probationary year.
2. The “tenure notification date” is the point in time at which a faculty member is notified of the positive or negative decision relative to his/her being awarded tenure. This notification normally occurs by March 1 of the sixth year of full-time academic service.
3. The “tenure effective date” is the date on which appointment with tenure commences. This date normally occurs at the beginning of the academic year following the tenure notification date (i.e., at the beginning of the seventh year of full-time academic service).

C. Evaluation of prior service

1. All previous full-time tenured or tenure-track service to be included in defining the six-year maximum period of service must be listed on the Memorandum of Understanding.
 - a. The memorandum must specify which prior service is to be counted toward tenure and which will be excluded.
 - b. Normally, no more than three years of prior tenure-track service are applicable toward tenure at Bradley University. Under extraordinary circumstances, this limitation may be waived. Determination of the amount of credit to be transferred shall be made at the time of initial appointment and shall be the joint decision of the department of which the faculty member shall be a member, the Dean of the College of which the department is a part, and the Provost and Vice President for Academic Affairs.
2. “Tenure-track service” means that:
 - a. The appointment was full-time tenured or tenure-track (1.00 F.T.E.).
 - b. The appointment was for an entire academic year.
 - c. The service was performed after receipt of the terminal degree and/or after completion of all certification requirements that are standard prerequisites for an academic appointment in the individual’s discipline.
 - d. The appointment was in the same general discipline in which the individual is now seeking tenure.
 - e. The appointment was in an institution of higher education that is accredited by the appropriate professional organization.

D. Determination of the first full year of service

The normal starting date for academic year appointments is one week before the first day of fall semester classes. If the initial tenure-track appointment at BU commences after the fall semester reporting date, the partial year of service between the initial appointment date and the following May 31 shall not be counted in determining the Tenure Notification Date, unless both the faculty member and the appropriate administrator agree in writing (by the proper execution of the Memorandum of Understanding Regarding Tenure Decision Dates form), to count this period as a full year of service. In no case, however, shall a full year of service be counted when the partial year of BU service commences after the start of the spring semester.