Proposed Changes to Bylaws I, II, and VI (September 2014)

Bylaw I. Tenure

A. Definition

Tenure confirms the right of individual faculty members to explore and profess the nature of truth in their disciplines. Neither the tenured faculty member’s academic freedom nor that faculty member’s right to annual reappointment may be restricted or terminated without demonstration of adequate cause and observance of due process.

(See Bylaw III.A on Dismissals)

B. Eligibility and Conditions

1. Only those faculty with the terminal degree or who meet comparable professional standards recognized in their discipline by national generally accepted standards can be eligible for tenure consideration at Muskingum University. The required terminal degree or comparable professional standards shall be specified by the VPAA in consultation with the appropriate department in the first tenure-track contract.

2. Faculty members must be on a probationary (tenure-track) contract and hold at least the rank of Assistant Professor to be considered for tenure. Only those faculty with a terminal degree or who meet comparable professional standards (as noted above) are eligible for a probationary contract.

3. Faculty members must satisfy the standards for promotion to Associate Professor as described in Bylaw VI.B.(2).

4. Probation period shall be defined as a term of years during which the University and the faculty member mutually explore the desirability of tenure.

5. Recommendation and tenure decision must be made no later than the sixth year of a probationary (tenure-track) contract. Experience and service elsewhere or at Muskingum while on limited period contracts may be considered in determining length of probation in this University for a maximum of not more than two years’ reduction in probation.

6. Faculty may submit a request to the President for a change in length of probation at any time during the probationary period.

7. The Board of Trustees has the power to approve tenure upon recommendations of the President, pursuant to the procedures 1-7 in Section C below.

8. When tenure has been approved by the Board of Trustees, written notice of this approval and a tenure contract shall be offered to the faculty member.

9. If tenure is not granted, the procedure shall be as set forth in Bylaw II on termination of contracts.
10. Tenure may be lost only by retirement, by voluntary resignation from the faculty, or by dismissal. In the latter case, the procedure outlined in Bylaw III shall apply.

Bylaw II.
Faculty Contracts

1. A copy of the current Faculty Handbook shall be given to a candidate for employment before a contract is consummated.

2. In all contracts specifying “academic year” where the academic year means a twelve month period starting one week before the beginning of classes in the Fall, the term of service shall extend for nine months from one week prior to beginning of classes in the Fall, or as indicated in a specific case.

3. All conditions of employment shall be explicitly stated in the contract. Any unusual or exceptional requirements shall be fully explained in an addendum to the contract and will be considered as a part of the contract.

4. Copies of any contract of employment shall be in the possession of both the institution and the employee before the appointment is consummated.

5. Contracts shall be of three kinds:

   a. Limited period (temporary): Limited period contracts shall be those offered in special cases. The conditions of the contract shall be explicitly stated.

   b. Non-tenure (probationary): Non-tenure (probationary) contracts shall be those offered for one-year appointments during the probationary period leading toward tenure. Such contracts are renewable year-by-year throughout the probationary period. Only faculty who have a terminal degree or meet comparable professional standards recognized in their discipline by national generally accepted standards may be eligible for a non-tenure (probationary) contract. The required terminal degree or comparable professional standards shall be specified by the VPAA in consultation with the appropriate department in the first non-tenure (probationary) contract.

   c. Tenure (continuous): Tenure contracts shall be offered to faculty who have been granted tenure.
Bylaw VI

President for Academic Affairs to the Faculty Affairs Committee for its consideration and recommendation. (d) The Faculty Affairs Committee’s recommendation(s) are then forwarded to the Vice President for Academic Affairs and the President for consideration.

(1) Standards

The minimum standards for consideration for promotion of tenured and tenure-track faculty are as follows:

To Associate Professor: Completion of all eligibility requirements outlined in Bylaw I. B; 4 professional growth criteria during the probationary period from APAP § 210.4.B, at least 2 of which must be from APAP § 210.4.B.2; teaching judged to be distinctive.

To Professor: Tenure; 5 years of service at the rank of Associate Professor, at least 3 of which must be at Muskingum University, completed before consideration; 4 additional professional growth criteria while Associate Professor at Muskingum University, from APAP § 210.4.B, at least 2 of which must be from APAP § 210.4.B.2; evidence of teaching excellence.

A. Limited Period Faculty

(1) Procedure

The following procedure is used for evaluating limited period faculty:

(a) Department chairs are to submit their written recommendation(s) to the division chair,
(b) the division chair submits both the department chair’s recommendation(s) as well as the division chair’s own written recommendation to the Vice President for Academic Affairs; (c) the Vice President for Academic Affairs will consult with the four division chairs (and with external constituencies as appropriate) and prepares a written recommendation summarizing the consultation; (d) the Vice President for Academic Affairs’ recommendation is then copied to the division chairs and forwarded to the President for consideration.

(2) Standards

The minimum standards for consideration for promotion of limited period faculty are as follows:

To Associate Professor: The required terminal degree or comparable professional standards recognized in their academic discipline by national, generally-accepted
standards as specified by the VPAA in consultation with the appropriate department; 3 years of service at Muskingum University at the rank of Assistant Professor and two additional years of service which were attained either at Muskingum University at the rank of Assistant Professor or Instructor, or elsewhere at the rank of Assistant Professor, or a combination thereof, all of which years of service must be completed before consideration; satisfaction of specific contractual agreements; 4 professional growth criteria while at Muskingum from APAP § 210.4.B; teaching judged to be distinctive.

**To Professor:** 5 years of service at the rank of Associate Professor, at least 3 of which must be at Muskingum University, completed before consideration; 4 additional professional growth criteria while Associate Professor at Muskingum University, from APAP § 210.4.B, at least 2 of which must be from APAP § 210.4.B.2; evidence of teaching excellence.

B. The above procedures and standards for promotion become effective upon approval of the faculty and the Board of Trustees.