Tenure Application

Name (Printed):_____   Campus:_____

Date hired as F/T faculty (Month, Year): _____

Degrees awarded and dates: _____

To apply for tenure, please do the following:
(1) By May 1 of your second or third year, notify your Provost of your intent to apply for tenure during the Fall Term of the next academic year.
(2) By October 1, submit this application, along with the review authorization form, to your supervisor.
(3) By January 10 of the Spring Term of the year of tenure consideration, submit your tenure portfolio to your supervisor.

The timeline for consideration is:
(1) By January 20, your supervisor will submit this application and your portfolio to the Campus Tenure Committee.
(2) By February 1, the Campus Tenure Committee will have met and made a recommendation to the College-wide Tenure Committee and copied to your supervisor.
(3) By February 21, the College-wide Tenure Committee will have met and made a recommendation to the College President.
(4) In time for the March Board of Trustees meeting, your supervisor and the College President will have made their recommendations.
(5) By April 1, candidates for Tenure will be notified of approval or non-approval by the Administration.

Instructions: Per Section 11.1 of the Faculty Contract, *four criteria* must be met for tenure:

(1) Satisfactory service performed in a full-time faculty position for three or four academic years
(2) Satisfactory completion of a tenure portfolio
(3) Supermajority recommendation by a faculty Campus Tenure Committee
(4) Majority recommendation by the faculty Tenure and Professional Development Committee

For criteria #1 and #2, include the following in your portfolio:

- Copies of three signed and dated Instructional Faculty Evaluation Performance Review Form
- Copies of student opinion surveys for each section taught in the first five semesters as part of your full-time load
- Evidence of significant and ongoing contribution and/or participation in professional development activities. Evidence may include but is not limited to: (a) certificates of completion, (b) unofficial transcripts with explanation of what courses you took, (c) agendas from conferences you attended, or (d) a copy of your BCC training record limited to your time as a full-time faculty member.
- Evidence of contributions to your academic unit (program, department, or campus). Evidence may include but is not limited to: (a) listings of college-wide, discipline specific, or campus-based committee participation along with meeting minutes, (b) letters/certificates of recognition, presentation abstracts from conference programs, (c) full MLA or APA references of professional publications, (d) listing of professional memberships and activities, or (e) abstracts of grants submitted or awarded.
- Evidence of participation in the New Faculty Mentoring Program. Evidence must include an attendance record of the New Faculty Orientation and the first year monthly meetings. Attendance must exceed 60% of scheduled meetings.

I.   HUMAN RESOURCES VERIFICATION:

I certify that the exact hire date for this faculty member was:_____

Human Resource Officer Signature: _____   Date: _____

II.   PROVOST STATEMENT:

___ I recommend this applicant based on the continuation of the position.
___ I do not recommend this applicant based on the discontinuation of the position.

Provost Signature:_____   Date:_____

III.   CAMPUS-BASED TENURE COMMITTEE RECOMMENDATION

Members of the committee:

_____

_____

_____

_____

Committee Chairperson:

___ We recommend this applicant for tenure.
___ We do not recommend this applicant for tenure.

Justification for non-approval is:

_____

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Committee Chairperson Signature:_____   Date:_____

IV.   TENURE AND PROFESSIONAL DEVELOPMENT COMMITTEE RECOMMENDATION

Members of the committee:

Committee Chairperson:

___ We recommend this applicant for tenure.
___ We do not recommend this applicant for tenure.

Justification for non-approval is:

Committee Chairperson Signature:_____   Date:_____