

October 30, 1964

TO: Deans of the Academic Colleges

FROM: Thomas P. Lewis
Academic Assistant to the President

I have summarized below the matters settled at yesterday's meeting.

1. The new tenure policy does not affect persons presently having tenure appointments. These are:
 - a) Persons who have been recommended for tenure appointments and who have received favorable action by the Board of Trustees. Time served is immaterial.
 - b) Persons now at Assistant Professor rank or higher who have more than five years full-time service with this University at the rank of Instructor or higher. Tenure is indicated for this group by the 1960 regulation on tenure which created a five-year probationary period. This period was increased to six years in 1963 by the Board of Trustees, but the sixth year was to be a year of notice, making necessary a decision on tenure by the end of the fifth year.

If any dean has persons who seem to fit this category, but whose tenure status he questions for any reason, he should report the circumstances which raise the question.

Those persons who have tenure as a result of the 1960 regulation and who are presently at the rank of Assistant Professor should be reviewed for promotion to Associate Professor this year or during their third year as Assistant Professors. In those instances where the non-research title is fully appropriate, recommendation for promotion to a title in this series may be made. If promotion to Associate Professor or Lecturer is not justified, the individual will be retained as an Assistant Professor with tenure.

2. Persons without tenure can be grouped in two categories.
 - a) Those in their fifth year or less who have no experience elsewhere. The new tenure policy calls for review and a decision on tenure by the end of the sixth year of service. As soon as this list is prepared, these persons will be notified. It is thought that those who feel they are entitled to a decision by the end of their fifth year (at least those presently in their fifth year) could be reviewed early if their dean is willing to make a favorable recommendation. But, while promotion may not be coupled with tenure on this early review, review would

be conducted in terms of established criteria which are based partly on promotability. The review committees would have to "predict" favorably on this point. The whole purpose of any such early review would be to ease any feelings that the change in tenure policy works unfairly. It is not expected that this will be a serious or widespread problem. The procedures for handling it will be worked out with each dean.

b) Persons in their third, fourth or fifth year of service here, who have eligible experience elsewhere sufficient to make a total of six years experience. Teaching experience at other institutions is counted under the new policy although a probationary period of four years can be imposed in any case. Since the plan of the new policy is generally to use the last year of the review period as a year of notice where termination is recommended, review should occur during the third year of the four year period permitted for those who have previous experience. In short, review should occur during a man's sixth year, provided at least three of those years are with this institution. Thus, the persons in this category are reviewable now. But some of these may feel their review period has been telescoped since the old policy permitted five years on this campus. For this reason, the review for this group will be postponed a year, to be completed by July 1966. If an individual seeks review now or a dean wishes to recommend it now, this can be accomplished. Persons in this category will be notified as soon as a list of them is prepared.

c) What has been said with respect to paragraphs (a) and (b) above assumes a maximum review period. The maximum period will be normal for the Assistant Professor whose tenure is generally linked to promotion. As a matter of policy, the President believes something less than the maximum will normally be appropriate for the person initially appointed as an Associate Professor. Two to four years is the period he has mentioned as appropriate. Thus, you might wish to recommend an Associate Professor for a tenure appointment at an earlier date than the ones mentioned above.

3. Instructors pose special problems. None have tenure under the 1960 regulation. The new policy calls for promotion from Instructor by the end of three years. Implementation of this new policy is planned as follows:

a) Those instructors already beyond their third year of service will be reviewed in their sixth year or by July 1, 1966, whichever is later. Earlier review may be recommended.

- b) Those presently in their third year will be reviewed this year and promoted to Assistant Professor, a non-research rank, or have their appointments terminated. If it is thought desirable, two semesters notice may be given in case of termination, which will permit review to be postponed until next semester.
- c) Those in their first or second year will be reviewed during their third year in time to provide notice of termination, if necessary, by December 1 of their third year.

The President hopes to move as quickly as possible in implementing the new policy and clearing up the status of each individual. The procedures discussed above are aimed at accomplishing the transition to the new policy with fairness to each individual. I shall be happy to try to answer any questions which may arise.

jlb

cc: President Oswald
Dr. Albright

NOTE: Please delete paragraph 3 (d) in the Associate title draft.

TPL

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