Faculty Senate Routing Form  
(action/proposal attached) 

I. Item Title: Clarification of language in Faculty Handbook Section 4.07  

a) Brief Description: Resolution attached  

b) Initiated by: Collegial Review Council  

II. Faculty Senate Action: X approved  □ not approved  □ other  date: March 26, 2014  

Vote: □ Voice Vote, Unanimous  □ Voice Vote, Majority In Favor  
□ Electronic Clicker: X Ayes  0 Nays  0 Abstentions  

FS Secretary signature: Rebecca Lash date April 9, 2014  

III. Provost: □ for information  □ Recognition of Receipt  
□ for action……………….. □ approved  □ not approved  

Comments:  
_________________________________________________________________________  
_________________________________________________________________________  

Person responsible for Implementation:  

Provost signature: date  

IV. Chancellor: □ for information  □ Recognition of Receipt  
□ for action……………….. □ approved  □ not approved  

Comments:  
_________________________________________________________________________  
_________________________________________________________________________  

Chancellor signature  date  

Once finalized copies will be returned to the Provost Office’s representative who will scan and distribute electronically to:  
Chancellor  
Provost  
Chair of Faculty Senate  
Secretary of the Faculty Senate  
Associate Vice Chancellor for Academic Affairs (for catalog and handbook)  
Associate Dean of Graduate School (for catalog)  
Others (i.e. person responsible for implementation)
CRC RESOLUTION 4: Clarification of language in Faculty Handbook Section 4.07

Whereas, the language in FH 4.07 concerning time-in-rank requirements for tenure is unclear;

Be it resolved that, the Collegial Review Council recommends that the following addition be made to the Faculty Handbook, 4.07 A. The new language is **in bold, underlined type**.

4.07 Academic Tenure and Promotion

A. Overview of Tenure and Promotion

1. Tenure

   Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment. Tenure provides protection against involuntary suspension or discharge from employment or reduction in rank except upon specified grounds and in accordance with the procedures provided in Sections 4.09 and 4.10. Tenure secures the academic freedom of faculty members and enables the institution to attract high quality faculty. The tenure decision shall include, but is not limited to, an assessment of:

   a. The faculty members demonstrated professional competence as evaluated by meeting or exceeding departmental criteria;

   b. The faculty member's potential for future contributions and;

   c. Institutional needs and resources.

2. Promotion

   The University initially assigns faculty rank in accordance with degree preparation, experience, and performance record. Faculty members achieve a higher rank and earn a higher salary on the basis of a collegial review process that evaluates performance toward meeting departmental criteria.

3. Probationary period

   a. Tenure-track faculty can be on probation for a maximum period of six years, subject to extensions as provided in Section 4.00.
b. The probationary period provides time for tenure-track faculty to establish a record of academic achievement (in teaching, scholarship and service) and to demonstrate potential for future productivity. It also allows the University to adjust faculty resources in accordance with institutional needs.

c. Faculty may negotiate a shorter probationary period at the time of hire. Alternatively, faculty who have far exceeded expectations and demonstrated evidence of significant and sustained contributions to the University in all three areas of teaching, scholarship and service, may apply for early consideration of tenure, only and the endorsement of their department head and dean may apply for early consideration of tenure. Faculty who fail in their application for early tenure may reapply during the standard probationary period.

d. The review of tenure-track faculty must be conducted on a schedule that permits the timely notice requirements in Section 4.09B to be observed.

e. The probationary period is determined by the following guidelines:

1) The maximum probationary period shall be six years of continuous, full-time service at Western Carolina University. Faculty members whose probationary period has extended into the sixth year must be granted either a promise of tenure or, if tenure is denied, a fixed-term appointment for one academic year.

2) Nine-month tenure-track faculty employed for one academic year, beginning in the fall term, shall be counted as fulfilling one year of probationary period.

3) For nine-month tenure-track faculty who do not begin during the fall term, the probationary period will begin the subsequent academic year.

4) For faculty on twelve-month appointments, each successive year of full-time service beginning not later than September 15 of one calendar year and extending through June of the next calendar year shall be counted as fulfilling one year of the probationary period.

5) Summer school teaching/service, experience as a graduate assistant, graduate fellow, or other part-time employment does not count toward years of experience for purposes of determining the probationary period of a tenure-track faculty member.

6) In the event of serious illness, childbirth or other compelling reasons, the probationary period may be extended by the Provost (see APR 4 at [http://www.wcu.edu/about-wcu/leadership/office-of-the-provost/resources-for-faculty-and-staff/academic-procedures-and-regulations/index.asp](http://www.wcu.edu/about-wcu/leadership/office-of-the-provost/resources-for-faculty-and-staff/academic-procedures-and-regulations/index.asp)).
4. **Awarding of tenure**

   a. The Board of Governors of the University of North Carolina system has delegated the authority to award tenure to the Western Carolina University Board of Trustees.

   b. The Western Carolina University Board of Trustees awards tenure based on the recommendation of the Chancellor or the Chancellor's designee.

   c. Tenure becomes effective upon the approval by the Board of Trustees.

5. **Rank**

   a. Western Carolina University recognizes the following faculty ranks: 1) instructor, 2) assistant professor, 3) associate professor, and 4) full professor.

   b. An earned master's degree from a regionally accredited institution is a minimal requirement for appointment to the rank of instructor. For appointments at the ranks of assistant, associate, and full professor, an earned doctorate from a regionally accredited institution is normally required. If specified in departmental criteria, the highest degree normally earned in the field (i.e. terminal degree) may be accepted in lieu of a doctoral degree. Exceptions can be granted in the departmental criteria with the Dean and Provost's approval.

6. **Eligibility for promotion**

   a. Candidates must be full-time employees, tenure-track or tenured, and hold an appropriate degree. Promotion is not based on a faculty member's years of service. Instead, faculty promotions are based on earned degrees and cumulative records of performance that meet or exceed departmental criteria.

   b. Required years in rank for promotion.

     *For promotion to Associate Professor, faculty must have spent a minimum time in rank in a tenured/tenure-track position at WCU of six (6) years; eligible faculty may apply for promotion to Associate Professor no earlier than their sixth year in rank at WCU to be considered for award of promotion in the following year (year seven).*

     *For promotion to Full Professor, faculty must have spent a minimum time in rank in a tenured/tenure-track position at WCU of five (5) years; eligible faculty may apply for promotion to Full Professor no earlier than the start of their fifth year in rank at WCU to be considered for award of promotion effective at the start of the following year (year six).*

     Exceptions may be made in cases where faculty who have exceeded expectations and demonstrated evidence of significant and sustained
contributions to the University in all three areas of teaching, scholarship and service, may apply for early consideration of promotion, only with the endorsement of their department head and dean.

Prior service credit applies towards required years in rank at WCU only if and as specified in the faculty member’s tenure-track appointment contract.

c. Minimum university standards to be considered for assignment of rank are shown below. Definitions and explanations for standards are found in Section 4.04C.

1) Assistant professor

Evidence of achievement and promise for sustained contributions to the institution in teaching, service, and scholarship.

2) Associate professor

Evidence of high levels of achievement and contributions to the institution in teaching, service, and scholarship.

3) Professor

Evidence of superior teaching, service, and scholarship.

d. Experience as a graduate assistant, graduate fellow, summer school faculty, or any other part-time employment are not counted toward years of experience for purposes of determining the appropriate initial rank or promotion in rank.