

# Faculty Tenure

BL-ACA-E2



## About This Policy

**Effective Dates:**

12-03-1968

**Last Updated:**

04-28-2009

**Responsible University Office:**

Office of the Vice Provost for Faculty & Academic Affairs

## Scope

All tenure-track faculty appointments on the Bloomington campus.

## Policy Statement

### The Principle of Faculty Tenure

The principle of faculty tenure imposes reciprocal responsibilities on the University as a body politic and on the faculty member. In order to meet its responsibilities to its students and to society, the University must attract and retain a faculty of outstanding quality. To that end the University safeguards academic freedom and economic security by its policy of faculty tenure. The faculty members, on their part, are obligated to maintain high standards of teaching, research, service, and professional conduct.

### Probationary Period

Subject to the provisions which follow, an individual appointed to the faculty (as defined in Article I, Section 1 of the Faculty Constitution) or as a librarian for full-time service shall have tenure after a probationary period. At the time of initial appointment, a probationary period shall be stated. During the probationary period, appointments are usually for a period of one to three years. The total probationary period may not exceed seven years. This period may include full-time service with faculty or library rank at other institutions, if similar service in Indiana University would have been countable toward tenure. In the case of persons with three or more years of countable service in other institutions, a probationary period of not more than four years may be required, if agreed upon in writing at the time of appointment. Since the acquisition of tenure represents a major change in a faculty member's or librarian's status, the faculty member or librarian to whom tenure is being granted shall be so informed in writing.

Tenure may be conferred at the time of initial appointment or after a shorter period than specified above. When a probationary period expires during an academic year, the probationary period will be extended to the end of that year. Under administrative policies and practices at Indiana University, where such a written agreement reduces a faculty member's or librarian's probationary period to less than seven years, this agreement is binding on both parties. The length of the probationary period resulting from any such reduction cannot at a later date be extended to suit the convenience of a faculty member or librarian or the academic unit.

Tenure at the University requires explicit action. The review leading to a recommendation of tenure or non-reappointment is to take place no later than the sixth year of probationary service. Failure to give notice of non-reappointment prior to the beginning of the seventh year of probationary service will not result automatically in an award of tenure. In such a case, the review leading to a tenure or termination decision should be conducted at the earliest possible time and, if necessary, the probationary period shall be extended until the review is complete.

A faculty member or librarian who has not received a notice of recommendation for non-reappointment may request consideration of the tenure decision at any time after the initial appointment. However, if the tenure

decision is negative, the faculty member's or librarian's appointment shall terminate at the end of the academic year following the year in which the negative tenure decision was made. A faculty member or librarian who applies for early tenure should be forewarned that a candidate for tenure should expect only one full review. A faculty member or librarian who requests early tenure shall be notified of any negative recommendation concerning his or her request at any time prior to a final decision by the President. A faculty member or librarian may withdraw his/her request for early tenure at any time prior to a final decision by the President.

### **Duration of Probationary Appointments**

Appointments and reappointments during a probationary period shall be limited to one year for instructors. A faculty member with rank above instructor may be appointed for not more than three years within the probationary period.

### **Official Notice of Non-Reappointment**

For faculty serving full-time, notice of non-reappointment shall be given in writing in accordance with the following standards:

1. Not later than February 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than November 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

The entitlement to official notice of non-reappointment and the dates stated in (1) to (3) above apply also to full-time lecturers.

### **Dismissal from the Faculty**

Dismissal shall mean the involuntary termination of a tenured faculty member's appointment prior to retirement or resignation, or the termination of the appointment of a non-tenured faculty member prior to the expiration of the term of appointment. [Dismissal is thus to be distinguished from the non-reappointment of a probationary faculty member.] Dismissal shall occur only for reason of (a) incompetence, (b) serious personal or professional misconduct, or (c) extraordinary financial exigencies of the University. No faculty member shall be dismissed unless reasonable efforts have been made in private conferences between the faculty member and the appropriate administrative officers to resolve questions of fitness or of the specified financial exigency. If no resolution is attained, the faculty member to be dismissed shall be notified of dismissal in writing by the Provost or President one year before the date the dismissal is to become effective, except that a faculty member deemed guilty of serious personal misconduct may be dismissed upon shorter notice, but not on less than ten days' notice. Upon receipt of the dismissal notification, a faculty member must be accorded the opportunity for a hearing. A statement with reasonable particularity of the grounds proposed for the dismissal shall be available in accordance with the provisions of the Faculty Constitution. A faculty member shall be suspended during the pendency of dismissal proceedings only if immediate harm to himself, herself, or others is threatened by continuance. Any such suspension shall be with pay.

### **Geographic Limitation of Tenure**

All of the foregoing principles, policies, and procedures relating to tenure are applicable in all University schools, departments, and library units on all campuses. The tenure of any faculty member, however, is specific to the campus unit in which he/she is serving at the time of acquisition of tenure. Consequently, it is the responsibility of each unit of the University to develop appropriate structures and administer the necessary procedures for the implementation of general University tenure policies.

In any case in which the position of a faculty member or librarian with tenure has been eliminated or has been removed from the jurisdiction of the University, the University will make every reasonable effort to place the faculty member or librarian in a comparable position elsewhere in the University. If no such comparable position is

available, the University will make every reasonable effort to assist the faculty member in securing a comparable position at another institution.

### **Tenure and Promotion to Associate Professor**

Beginning in the 1976-77 academic year, the granting of tenure to IU Bloomington faculty shall also constitute promotion to associate professor for those faculty not already holding that rank. The promotion shall become effective at the beginning of the academic year immediately following the one in which the positive tenure decision has been made.

### **Geographic Limitation of Tenure**

We reaffirm the principle adopted by the Trustees of Indiana University, July 25-27, 1969, that tenure is specific to a single campus.

### **History**

Approved: Faculty Council 12/3/68; Trustees 7/27/69

Amended: UFC 4/23/91; Trustees 6/20/91; UFC 4/28/09

Tenure and Promotion to Associate Professor section approved by BFC 4/20/76

Geographic Limitation of Tenure section approved by BFC 4/4/78; UFC 3/11/80

### **Related Information**

[ACA-22 Reappointment and Non-Reappointment During Probationary Period](#)

[ACA-37 Faculty and Librarian Tenure](#)

[ACA-52 Permanent Separations for Academic Appointees](#)