THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.50
		Revised:	
SUBJECT:	Guidelines Related to Tenure Reviews and Reappointment Reviews	**Date Issued:**	11/1/93
		Attachment(s)	0
APPLIES TO:	Regular Instructional Staff	**Eff. Date:**	2/19/87
ISSUED BY:	Office of the Executive Vice President for Academic Affairs and Provost		

Because the University is large, decentralized, and heterogeneous, the views and needs of its various units differ; therefore, considerable latitude in procedures and criteria for tenure and reappointment review is desirable. Nevertheless, in the interests of all concerned, there are common principles that should be respected. What follows are recommendations related to procedures followed in making decisions to grant or deny tenure and to reappoint or not reappoint certain nontenured regular instructional staff members with the rank of full-time[1] instructor or higher.[2] Each unit is strongly encouraged to develop and make known procedures that are consistent with the guidelines presented below. Each unit's procedures and criteria should be made known clearly, in writing, to each faculty member at the time of initial appointment.

I. Recommendations to Grant or Deny Tenure

A.

1. When there is to be a tenure review, it should be initiated not later than the end of the first semester of the faculty member's[3] seventh year of University appointments.[4] If September 15[5] of the seventh year of appointments has passed without the faculty member being advised in writing that he or she will not be reappointed after the seventh year[6] or October 31[7] of the seventh year of appointments has passed without the faculty member being advised in writing that he or she will not be reappointed after the eighth year,[8] the unit is obliged to conduct a tenure review during the seventh year.

2. The chair or dean or a duly authorized elected or appointed faculty committee may initiate a tenure review at any time before the seventh year. A review prior to the first semester of the seventh year requires the specific concurrence of the faculty member unless standard unit procedure expressly provides for an earlier review. A faculty member may request a tenure review at any time, but the decision to conduct such a review is within the discretion of the chair or dean, according to the policy of the school or college.

B. The tenure review must include a careful examination of the candidate's credentials and performance, and should be conducted by a committee of the faculty. The review should incorporate both internal and external evaluations.

C. Tenure recommendations to the dean should be made by a committee the majority of whom are tenured members of the school or college faculty. Tenure

recommendations that are to be forwarded to the Regents shall proceed according to Regents' Bylaws Section 5.08.

D. Tenure recommendations and other tenure decisions of the school or college should be communicated to the candidate in writing in a timely fashion.

II. Recommendations to Reappoint or Not Reappoint

A. Units should conduct periodic reviews of nontenured regular instructional staff members with the rank of full-time instructor or higher. These periodic reviews need not include external inquiries and appropriately may be less exhaustive than tenure reviews.

B. Recommendations to reappoint or not reappoint such nontenured members of the regular instructional staff are made by the department chair or the dean, but should be based on reviews that include formal faculty involvement, rather than being based solely on individual determinations of the chair or dean.

C. Recommendations to reappoint and decisions to not reappoint should be communicated to the faculty member in writing in a timely fashion.

Notes

[1] "Full-time" is defined in the "Rules Concerning Acquiring the Protection of Regents' Bylaw 5.09 by Accumulating Years of Service" (Regents' Proceedings, September 1985, and SPG 201.13).

[2] These recommendations are not intended to preclude consideration of bona fide needs and financial concerns in making such decisions.

[3] As used herein, "faculty member" shall mean "nontenured regular instructional staff member with the rank of full-time instructor or higher."

[4] Years of appointment are counted according to "Rules Concerning Acquiring the Protection of Regents' Bylaw 5.09 by Accumulating Years of Service" (Regents' Proceedings, September 1985, and SPG 201.13).

[5] If the terminal year expires at a time other than the end of Term II, the notice must be given no later than a date which would provide nine months' advance notice of the termination date (Standard Practice Guide 201.88).

[6] This must include notice of non-reappointment in accord with Standard Practice Guide 201.88.

[7] If the seventh year of appointment expires at a time other than the end of Term II, the notice must be given no later than a date seven months prior to the termination date of the seventh year.

[8] See note 7.