TO: University Senate  
FROM: Barbara Polivka, Chair, Senate Rules Committee  
DATE: 5/20/2010

RE: Proposal regarding prior service credit for instructors

WHEREAS the proposed set of changes were approved by the Rules Committee on April 1, 2010;

WHEREAS the proposed set of changes were approved by the Faculty Council on May 13, 2010;

WHEREAS the proposed set of changes were approved by the Steering Committee on May 20, 2010;

NOW THEREFORE BE IT RESOLVED that the University Senate approves the proposed changes and respectfully requests the concurrence of the Board of Trustees, said proposal to be effective immediately.

3335-6-03 Probationary service, and duration of appointments for tenure-track faculty.

(A) Probationary periods are established for regular tenure-track faculty members. During a probationary period a faculty member does not have tenure and is considered for reappointment annually.

(B) Length of probationary period.

(1) An appointment as professor or associate professor will generally entail tenure. However, a probationary period not to exceed four years may be granted by the office of academic affairs upon petition of the tenure initiating unit and college. For the petition to be approved, a compelling rationale must be provided regarding why appointment at a senior rank is appropriate but tenure is not. All appointments to the rank of associate professor or professor require prior approval of the executive vice president and provost.

An appointment to the rank of instructor is always probationary and may not exceed three years. An instructor must be approved for promotion to assistant professor by the beginning of the third year of appointment or the appointment will not be renewed beyond the end of the third year. When an instructor is promoted to the rank of assistant professor, prior service credit will may be granted for time spent as an instructor unless if the faculty member indicates requests such credit in writing at the time of the promotion that he or she does not wish such credit. This written request must be forwarded to the office of academic affairs through the dean of the college so that tenure records may be adjusted accordingly. This request must be approved by the tenure-initiating unit’s eligible faculty, the tenure-initiating unit head, the dean of the college, and the office of academic affairs.

An appointment to the rank of assistant professor is always probationary and may not exceed six years, including prior service credit. An assistant professor is reviewed for promotion and tenure no later than
the sixth year of appointment as an assistant professor and informed by the end of the sixth year as to whether promotion and tenure will be granted at the beginning of the seventh year.

(2) Promotion and tenure may be granted at any time during the probationary period when the faculty member's record of achievement merits tenure and promotion. Similarly, a probationary appointment may be terminated at any time subject to the notice provisions of rule 3335-6-08 of the Administrative Code and the provisions of paragraphs (G), (H), and (I) of this rule.

(3) Probationary tenure-track faculty members will be informed no later than the end of the year in which their mandatory review for tenure takes place as to whether tenure will be granted by the beginning of the following year. If tenure is not granted, a one year terminal year of employment is offered.

Remainder unchanged