

## TENURE APPEAL COMMITTEE OPERATING CODE 2012-2013

### FUNCTION:

To review a negative tenure recommendation at the request of the Tenure Review Board.

### MEMBERSHIP:

The six members of the CAPT plus the three members of the Tenure Review Board. One member of the Tenure Appeal Committee may sit for the review of a candidate in his or her own department. The Faculty Executive Committee will provide replacements for such reviews as needed.

### PROCEDURES OF THE TENURE APPEAL COMMITTEE:

1. The Chair of the CAPT shall preside over appeal proceedings.
2. The Tenure Appeal Committee shall conduct a review only once.
3. All members of the Tenure Appeal Committee will have access to the petition which the candidate submitted to the TRB.
4. The Chair of the Tenure Review Board will summarize for the Tenure Appeal Committee all material supporting the case,

areas of consideration deemed inadequate by the Tenure

Committee. The candidate may designate an advocate to present testimony to the tenure appeal committee.

Person in the candidate's department, the candidate's

member outside the department, or someone outside

may not be an attorney.

The advocate shall be informed of the reasons. The advocate, in the presence of the candidate, has the right of access to

deliberations.

- d. Whenever testimony is given by the candidate or the advocate, both shall be present.

8. The Tenure Appeal Committee may consult with the ~~DOPA~~, the ADOFP, or members of the candidate's department at any time. The ~~DOPA~~ and the ADOFP may have access to the materials in the candidate's file.

9. The operating procedures to be followed by the Tenure Appeal Committee will be made available to the candidate well in advance of the proceedings.

10. The Tenure Appeal Committee shall convey its written recommendation to the President upon completing its deliberation with a copy sent to the ~~DOPA~~ and the ADOFP.

11. The President shall convey the result of ~~the~~ view and his/her recommendation in a letter to the candidate, and shall state therein, to the degree possible, reasons for recommending or not recommending tenure. The letter shall be sent within 10 days of receipt of the Appeal Committee's recommendations, with a copy to the Appeal Committee.

12. After the President has communicated his/her decision to the candidate, the candidate has the right of access to, but may not photocopy, the written materials available to TAC.

13. The President will make recommendations to the Board of Trustees at its next meeting. The Board makes final decisions on tenure.