

Conditions for tenure-track and tenured appointments

Tenure is the assurance to experienced faculty members that they may expect to continue in their academic position unless adequate cause for dismissal is demonstrated in a fair hearing following the procedures established in this document. Tenure may be granted by the Board of Trustees to faculty members after the expiration of their probationary period. Tenure terminates with the retirement or resignation of the faculty member, or when the faculty member is dismissed for cause, or when the position is eliminated.

1. Probationary Pre-tenure Period

- a. Faculty members who are appointed to tenure-track positions at St. Mary's College of Maryland shall serve a probationary period according to the schedule and subject to the conditions listed below.
- b. The initial appointment is for a period of three years. A notice that the appointment will or will not be renewed must be given in writing by the president of the College no later than six months before the expiration of the contract.
- c. The second and final probationary appointment is for a period of three years. The faculty member shall receive a written communication by the president of the College that informs the person that either 1) tenure has been granted, or 2) the appointment terminates with the expiration of the contract. A faculty member denied tenure would then be offered a one-year contract extension prior to its expiration.
- d. The probationary period is not to exceed six years. It may be interrupted by mutual agreement between the provost and the faculty member after consultation with the department chair. Such interruptions may be for personal or medical reasons, including pregnancy and parental leaves, and will not normally extend the probationary period cumulatively more than one year.
- e. For faculty members with substantial prior teaching or other appropriate experience the probationary period may be shortened by mutual agreement between the provost and the faculty member in consultation with the department chair.
- f. If a person is considered for the granting of tenure without a probationary period, the department chair must write a letter of approval for the College Evaluation Committee. Then the person's credentials shall be reviewed by the College Evaluation Committee, which will make a recommendation to the provost before tenure is offered.

2. Contract Renewal

- a. Contracts will be renewed upon successful completion of the three-year probationary review, or when tenure or a promotion has been granted.
- b. In cases where a faculty member has failed to receive timely notice concerning the renewal of appointment or the granting of tenure, the person is entitled to an extension of the current contract of one year.

3. Institutional Factors that Influence Award of tenure

- a. The College must seek to maintain balance in its faculty and to preserve flexibility to adjust its programs to the needs of a changing environment. The decision to grant tenure is of such fundamental importance that the provost, president or board committees involved in the faculty evaluation process must be accorded reasonable latitude consistent with academic freedom, equal opportunity, and standards of fairness.
- b. A tenure-track appointment is made when institutional projections, arrived at by the provost in consultation with the appropriate department chair, show that it is probable that the appointment can lead to tenure primarily on the basis of meritorious performance. Occasionally the institutional interest may require that a tenure track appointment be made if there is a reasonable possibility, rather than a probability, that the appointment can lead to tenure. In such a case, the candidate for the position will be informed in writing of the situation before the appointment is made.
- c. Serious financial or enrollment shortfalls, changing educational or curricular needs, or developments

that create an undesirable tenure ratio in the faculty may have a bearing on the renewal of tenure-track appointments. The College will make every effort to identify such factors and notify the faculty member of them as soon as possible and, barring a significant reduction of College resources, no later than two years before the decision of whether or not to grant tenure is due.

d. When a situation arises where there are such institutional grounds (other than the circumstances described in section IX.K) to eliminate or convert an occupied tenure track position to a term position, the provost will present the case to the tenured members of the affected department for their advice. If the provost then judges that the appointment should not be renewed, the provost will proceed to inform the faculty member without delay and make a recommendation against renewal to the president. Any recommendation against renewal of an appointment for such reasons shall be reviewed by the faculty senate, which will make its own recommendation to the president. The final decision is made by the Board of Trustees. The faculty member will have the right to serve out the term of the contract.