

INSTRUCTIONS FOR PROCESSING TENURE APPLICATIONS

DEPARTMENT

- A. **Positive** Recommendation for Tenure
1. Department completes sections I, II and III of form.
 2. Department chairperson types in authorizing signature and forwards form electronically to dean by date specified in current Agreement.
 3. Hand deliver supporting documentation to the Dean
- B. **Negative** Recommendation for Tenure
1. Departmental representative notifies applicant in writing of negative recommendation.
 2. At applicant's request, department chairperson or designee meets with applicant to summarize information discussed prior to the decision and explain departmental action.
 3. Department chairperson completes sections I, II and III of form, types in authorizing signature and forwards form electronically to dean by date specified in current Agreement.
 4. Hand deliver supporting documentation to the Dean
- C. Faculty Member Did Not Apply for Consideration
1. No consideration is necessary.
 2. Department chairperson checks Not Considered and adds the following statement to the Department section of the form: "Individual has not applied for consideration; therefore, none has been given and the faculty member's latest contract will constitute a terminal contract."
 3. Department chairperson types in authorizing signature and forwards form electronically to dean by date specified in current Agreement.

DEAN

- A. **Positive** from Department/**Positive** from Dean
1. Dean completes section IV explaining her/his recommendation.
 2. Dean types in authorizing signature and forwards form electronically to FPS@cmich.edu by date specified in current Agreement.
 3. Hand deliver supporting documentation to Faculty Personnel Services (WA 308)
- B. **Positive** from Department/**Negative** from Dean
1. Dean notifies applicant in writing of intent to submit a negative recommendation and rationale for doing so.
 2. At applicant's request, dean meets with applicant to address any errors of fact and answer questions.
 3. Dean processes as in A. above.
- C. **Negative** from Department/**Positive** from Dean
1. Dean notifies department in writing (copy to applicant) of intent to reverse the departmental recommendation and rationale for doing so.
 2. Dean processes as in A. above.
- D. **Negative** from Department/**Negative** from Dean
1. Dean notifies applicant in writing of intent to submit a negative recommendation and rationale for doing so.
 2. Dean processes as in A. above.
- E. Faculty Member Did Not Apply for Consideration
1. No consideration is necessary
 2. Dean checks Not Considered and adds the following statement to the Dean's section of the form: "Individual has not applied for consideration therefore, none has been given and the faculty member's latest contract will constitute a terminal contract."
 3. Dean types in authorizing signature and forwards form electronically to FPS@cmich.edu by date specified in current Agreement.

APPEAL RIGHTS OF APPLICANT

- A. **Negative recommendations concerning tenure shall be considered in the same manner as positive recommendations at each level up to and including the Provost.**
- B. **Any request for review of a negative recommendation must be made in writing and delivered to Faculty Personnel Services within one week of receiving notification of the negative recommendation. See Article 14 of the current Agreement.**

FOR ADDITIONAL INFORMATION ON THIS PROCESS, CONSULT ARTICLE 14 OF THE CURRENT AGREEMENT.