

- c. Reappointment. Notifications of reappointments for the following academic year shall be in writing by the President or designee and shall be kept on file.
- d. Tenure-track Schedule. The final decision date by which a faculty member must make formal application for tenure and the final tenure decision year shall be specified in a new faculty member's initial contract as well as in all subsequent contracts.

Section 8.06 Gaining Tenure.

- a. Procedures for application and evaluation for tenure by non-tenured members of the Faculty on tenure-track shall be specified in the Promotion and Tenure Guidelines as approved by the Faculty and the Board of Trustees.
- b. No member of the Faculty shall be admitted to tenure unless he or she has made formal application to the Promotions, Tenure, and Severance Committee as specified in the Promotion and Tenure Guidelines.
- c. Plan for tenure. All non-tenured members of the Faculty on tenure-track must be provided a written plan for gaining tenure by the Vice President for Academic Affairs in consultation with the Faculty member, the Dean of his or her school, and his or her department Chair at the time of initial appointment.
- d. Evaluation. All non-tenured members of the Faculty on tenure-track must be evaluated annually by the chairperson of their department, or in the case of chairpersons, by the dean of their school, by July 1, in accordance with 8.06 c., to determine progress toward gaining tenure. Such evaluation must be shared and signed by the Faculty member with the opportunity to respond.
- e. Prospect of Tenure. Instructors and Assistant Professors shall be given written notice of their prospect for tenure by the Vice President for Academic Affairs in consultation with the department Chair and Dean of the Faculty member's school of study not later than four years from the time of their initial appointment.