

**BOARD POLICY****No. 104**

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TITLE: Tenure Review Policy  
DATE ADOPTED: January 15, 2019  
EFFECTIVE DATE: January 15, 2019  
SUPERSEDES: July 18, 2006

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**PURPOSE:**

The New Jersey State Commission on Higher Education has adopted administrative regulations to implement the tenure statutes which have been incorporated into the New Jersey Administrative Code and have the force of law (N.J.A.C. 9A: 7-3.1). In accordance with these regulations, the Board of Trustees is required to prepare a tenure plan for the College indicating the steps to be taken to achieve a balanced faculty in which no more than a reasonable proportion is tenured.

Under the State and County College Tenure Act, which was adopted in 1973, faculty members shall be under tenure in their academic rank after five years of service to the College. Since tenure represents a commitment by the institution to a faculty member for the rest of that individual's working life, it is important that the College carefully reviews any reappointments which include the conferral of tenure.

**POLICY:**

Reappointments conferring tenure may be offered only to faculty members who possess an appropriate degree or its equivalent, except under unusual circumstances when the granting of tenure to an individual not having these qualifications is judged by the Board of Trustees as being in the best interest of the institution.

Tenure should be awarded only to individuals whose performance during their probationary period gives clear evidence of their ability and willingness to make a significant and continuing contribution to the growth and development of the institution.

Tenure should be awarded after presentation of positive evidence of excellence in teaching, scholarly achievement, contribution to College and Community, and fulfillment of professional responsibilities. The College views tenure as a two-way commitment: the candidates commit themselves to strive for excellence in all aspects of performance, while the College commits itself institutionally to continue supporting the faculty member's academic activities.

The Board of Trustees has a legal obligation to maintain a balance between tenured and non-tenured faculty members to maintain institutional flexibility and is required to use a standard of excellence in selecting faculty members to receive a reappointment including the conferral of tenure. Conferral of tenure shall be made by a resolution of the Rowan College at Burlington County Board of Trustees, and the resolution must state that “the Board of Trustees deems this appointment to be in the best interest of the College.”

**TIMELINE:**

- (1) By January 15<sup>th</sup> of each year, the Office of Human Resources shall identify and notify candidates eligible for tenure review during the following academic year.
- (2) The tenure review file shall be closed and considered as a completed submission by the candidate upon presentment to the Division Dean by November 15<sup>th</sup> of the candidate’s fifth academic year of service to the College.
- (3) The Dean shall prepare and submit an evaluation of the candidate’s application for reappointment that would confer tenure. The Dean’s recommendation, either affirmative or negative on reappointment, shall provide written justification for his/her decision and shall be submitted concurrently to the Chair of the Tenure Review Board and the candidate on or before November 20<sup>th</sup>.
- (4) The candidate shall have the opportunity to provide and have written comment on the Dean’s evaluation and recommendation considered by the Tenure Review Board. Such written comment, if any, must be provided by the candidate within five business days of receipt of the Dean’s evaluation and recommendation and directed to the Chair of the Tenure Review Board.
- (5) The Tenure Review Board shall be convened for the purpose of reviewing materials submitted by the candidate and the written recommendation of the Dean. The Tenure Review Board will be scheduled to meet no less than six business days from the date that the candidate received notice of the Dean’s evaluation.
- (6) The Chair of the Tenure Review Board shall communicate the findings of the Board’s deliberations and make a written recommendation to the President on or before December 15<sup>th</sup>. A copy will be provided concurrently to the candidate.
- (7) The candidate shall have ten days to exercise the opportunity to provide and have written comment on the Tenure Review Board’s recommendation considered by the President.

(8) The President shall review the recommendation of the Tenure Review Board and, if it is his/her decision to recommend reappointment(s) that would confer tenure, the President submits a recommendation to the Board of Trustees for its consideration. A copy of this recommendation will be provided to the candidate

(9) The Board of Trustees shall only consider and act on reappointment recommendations submitted by the President.

(10) The Board of Trustees, meeting in open public session, shall vote by resolution on the President's recommendation of reappointment to confer tenure. The candidate will be notified in writing by the Office of the President on or before February 1st.

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President

Date:

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Chairman

Date: