

**Lake Region State College  
Policy and Procedure Manual**

---

SECTION 700.13  
INSTITUTIONAL TENURE GUIDELINES

1. **Statement of Regulation:** The North Dakota University System of Higher Education retains unto itself final and absolute authority to grant tenure. To assist in this decision, the Board takes into consideration recommendations of the Lake Region State College faculty and endorsement of the President.
2. **Consideration for Tenure Status:** To qualify for Consideration of tenure a faculty member must:
  - a. Complete six (6) years of probationary service to the College
  - b. Be recommended for tenure by the Lake Region State College Faculty Senate Tenure Committee.
  - c. Receive the endorsement of the President of Lake Region State College.
3. **Credit for Previous Professional Experience:** An individual with previous teaching experience may, at the discretion of the College, be given tenure credit not to exceed three (3) years. Such credit will be regarded as service to the College for the purpose of this policy. The decision to award credit for previous teaching experience shall be made in writing by the President at the time of the original employment by completing the *Salary Determination Form*.
4. **Tenure Committee:** The Faculty Senate Tenure Committee shall consist of five (5) members with tenure status as determined by the Faculty Senate Constitution (See Chapter 1400.02)
5. **Tenure-Granting Procedures**
  - a. In September of each academic year the President shall notify those persons who are eligible for tenure and submit these names to the Faculty Senate Tenure Committee for consideration.
  - b. It is the tenure applicant's responsibility to develop and present an application portfolio to the Faculty Senate Tenure Committee.
  - c. The Faculty Senate Tenure Committee may ask the tenure applicant to supplement materials when appropriate, may request a meeting with the Vice President of Academic and Student Affairs, and may take other reasonable steps to assure it has an adequate basis from which to make its recommendation.
  - d. The Faculty Senate Tenure Committee may have access to the individual's master personnel file if the tenure applicant provides the Committee with written permission to review his/her master personnel file.
  - e. The Faculty Senate Tenure Committee shall vote on each case individually.
  - f. The Faculty Senate Tenure Committee shall report its final determination, in writing, to each tenure applicant and to the President.
  - g. The President will present those candidates who qualify for consideration to the NDUS Vice Chancellor of Academic and Student Affairs for action.
  - h. The President of Lake Region State College shall inform each applicant of the Board's final decision.
6. **Tenure Application Process**
  - a. The faculty member who is eligible for consideration of tenure will complete and present an application portfolio to the Faculty Senate Tenure Committee by

November, 15. Failure to prepare the application portfolio shall be interpreted as a disinterest in tenure.

- b. Contents of the application portfolio
    - i. A letter of application supporting the request for tenure and evaluation data which would include:
      1. Student evaluations
      2. Evaluation reports for the past five (5) years prepared by the Vice President of Academic and Student Affairs or the Vice President's designee
      3. Any reaction from the applicant to these evaluations
    - ii. Current transcripts and documentation of any additional courses, workshops, or seminars.
    - iii. A minimum of four letters of recommendation which would include letters from:
      1. The Vice President of Academic and Student Affairs
      2. A peer from within the applicant's division
      3. A peer from outside the applicant's division
    - iv. Such other materials as the applicant may desire to include.
7. Evaluation Criteria Used by Tenure Committee:
- a. Teaching effectiveness, as demonstrated by such things as student and faculty evaluations, development and use of teaching materials, examinations and course outlines.
  - b. Fulfillment of professional responsibilities, as demonstrated by such things as involvement with student advisees; serving on division, college and system-wide committees/councils; and membership and service to professional organizations.
  - c. Mastery of the subject matter in discipline, as demonstrated by such things as honors, awards, and publications in subject matter and addresses and presentations of scholarly papers and exhibits.
  - d. Continuing scholarly growth, as demonstrated by such things as fellowships, original research, and additional college credits. Candidates teaching in the academic discipline must have earned a Master's Degree. Candidates teaching in the career and technical areas must have earned a Bachelor's Degree.
  - e. Contributions to the College and the community, as demonstrated by such things as exhibits and performances which bring positive recognition to the College, involvement in co-curricular activities, participation in department and community activities, and participation on student recruitment.
8. Appeal of Tenure Decision:
- a. In the event that a Faculty Senate Tenure Committee decides not to recommend tenure, the applicant may appeal the Committee's decision before the full Faculty Senate.
  - b. In the event that the President determines that the applicant will not receive the President's endorsement, the applicant may appeal the President's decision following the Institutional grievance procedure.
9. Post-Tenure Review
- a. The Tenure Committee will conduct a post-tenure review of all tenured faculty during the third year after their initial awarding of tenured status and at least every five years thereafter.

- b. In September of the relevant academic year, the Academic Affairs office shall notify the candidate and the Tenure Committee of the required post-tenure review.
- c. By November 15th, the candidate must submit a portfolio of updates since their last tenure review with the following:
  - i. Student evaluations and supervisory evaluations
  - ii. All classroom observation reports
  - iii. Any professional development attended, certifications issued, academic coursework completed, and/or credentials earned
  - iv. Any honors, awards, publications, research performed and/or leadership positions held
  - v. Any memberships and/or service to professional organizations
  - vi. Contributions to the college and community through involvement with community spirited organizations, co-curricular activities, campus committee assignments, and/or student clubs
- d. The Tenure Committee will review the portfolio of updates and prepare a letter to the culminating committee indicating whether or not the candidate is meeting or exceeding expectations of teaching effectiveness, fulfillment of professional responsibilities, continued scholarly growth, and ongoing service to the college and community (as described in Section 7 above). The Tenure Committee may request additional information if needed for clarification.
- e. A culminating committee, consisting of the VP for Academic Affairs, the designated supervisor of the candidate, and two members of the Tenure Committee (one of which must be from the same division as the candidate) will forward a letter to the President with the committee's recommendation. Should a majority of the culminating committee determine that the candidate has not met expectations, the committee shall recommend continuation of tenure with conditions and/or consequences, or removal from position.
  - i. Where the designated supervisor and the VP for Academic Affairs are the same, the Director of Academic Affairs shall serve as the second ranking administrator on the culminating committee.
  - ii. A candidate aggrieved by the policy adopted under this section, or the decision made, shall have the right to appeal following the institutional grievance procedure.

10. Faculty Procedure to Change Tenure Track Positions:

- a. In the event that a faculty member requests consideration to change from non-tenure to tenure track status the following criteria for eligibility must first be met:
  - i. The faculty member has been a full-time Lake Region State College faculty member for five (5) consecutive contract years. This application can be submitted during the fifth contract year.
  - ii. The faculty member is not a member of a low enrollment program for the previous two (2) years.
- b. A faculty member with this five (5) years Lake Region State College teaching experience, may be given no more than three years tenure credit.
- c. The faculty member who meets the eligibility requirements shall appear and present the written justification no later than the February Faculty Senate Tenure Committee meeting. The written request shall provide evidence of teaching effectiveness, fulfillment of professional responsibilities, mastery of subject matter

in the discipline, and the scholarly growth by the completion of a Master's Degree in the academic discipline or a Bachelor's Degree in the career and technical disciplines.

- d. The Tenure Committee shall forward their recommendation in a letter to the Vice President of Academic and Student Affairs within ten (10) business days. If the Tenure Committee decides against a positive recommendation, the faculty member may appeal the decision to the full Faculty Senate at the next Faculty Senate meeting.
  - e. The Vice President of Academic and Student Affairs shall prepare a letter of recommendation to the President within ten (10) business days.
  - f. The President shall forward a letter of decision to the faculty member and the Tenure Committee by the first business day in May.
- 

### **History**

Executive Dean Approved 700.13 (8) 06/01/88

Administrative Council Approved 700.13 (8) 12/18/12

Administrative Council Approved 700.13 (9) 12/18/12

Administrative Council Approved Updates to (5g, 7d, 9c) 04/21/16

Administrative Council Approved Updates to (9) 02/10/2025

Administrative Council Approved Updates to (9) 05/19/2025

Administrative Council Approved Updates to (9) 09/24/2025