

EMPLOYMENT PRACTICES
TENURE

DCB
(LOCAL)

Employees who ~~are faculty members and~~ have been granted tenure by the Board prior to September 1, 2024, shall retain their tenure status in accordance with applicable Board policies.

As per Texas Education Code Section 51.943 (a)(2), "Faculty member" means a person who is employed full-time by an institution of higher education as a member of the faculty whose primary duties include teaching or research. The term does not include: (A) a person employed in the classified personnel system of the institution or a person employed in a similar type of position if the institution does not have a classified personnel system, (B) a person who holds faculty rank but who spends a majority of the person's time for the institution engaged in managerial or supervisory activities, including a chancellor, vice chancellor, president, vice president, provost, associate or assistant provost, dean, or associate or assistant dean. In summary, faculty members do not include administrators, librarians, counselors, or classified staff of the College District. "Non-faculty" means any employee of the College District who is not a faculty member.

A faculty member hired to a tenure-track position prior to February 1, 2023, shall be permitted to apply for tenure in accordance with the provisions of this policy and applicable procedures. Only employees who meet the definition of a faculty member in this policy will be eligible to continue in a tenure-track position. An eligible ~~employee of~~ faculty member in a tenure-track position who chooses not to apply for tenure shall submit written notification of such decision to the College President and provost/vice president of academic affairs.

As of September 1, 2023, the College District ~~will~~ no longer offer s tenure-track positions.

Definition of Tenure

"Tenure" means the entitlement of a faculty member of an institution of higher education to continue in the faculty member's academic position unless dismissed by the institution for good cause in accordance with the policies and procedures adopted by the institution.

The granting of tenure may not be construed to create a property interest in any attribute of a faculty position beyond a faculty member's continuing employment, including the faculty member's regular annual salary and any privileges incident to the faculty member's status as a tenured professor.

Elements Judged for Tenure

Tenure shall be considered for faculty members in tenure-track positions who meet job performance requirements following a series of five annual employment contracts. Job performance

evaluations used to recommend a faculty member for annual contracts or tenure may include:

1. Five years of faculty instruments, including performance reviews in the classroom or professional assignments and other job-related non-teaching duties.
 - a. Instrument 1: Classroom Performance Appraisal
 - b. Instrument 2: Student Evaluations
 - c. Instrument 3: Professional and Personal Growth Self-Assessment
 - d. Instrument 4: Summary Report
2. Submission of the guidelines for tenure portfolio preparation.

Faculty Rating Scale

Faculty members shall receive one of the following overall ratings based on a comprehensive evaluation of teaching and non-teaching duties.

Rating Scale

5- Exceeds Expectations	Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was beyond excellent in all areas; role model for others.
4- Surpasses Expectations	Performance surpasses the satisfactory expectation; quality of work was notable.
3- Meets Expectations	Performance met expectations in essential areas of responsibility, and overall, the quality of work was acceptable.
2- Needs Improvement	Performance did not meet expectations in one or more essential areas of responsibility. A Performance Improvement Plan will be provided, including timelines, and will be monitored to measure progress.

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1- Unsatisfactory

Performance does not meet job description duties and responsibilities. The appropriate College District policies will be enforced, which may include disciplinary action, up to and including the termination/non-renewal of employment.

**Process for
Obtaining Tenure or
Continuing
Employment**

The process for obtaining tenure or continuing employment is as follows:

1. Faculty members should maintain and stay current with the appropriate credentials and work experience needed to remain qualified in their respective discipline.
2. The department chair/director conducts an annual evaluation (Instrument 4: Summary Report) and develops a performance rating for the teaching faculty member in consultation with the dean. The results are shared with the faculty member on a timely basis.
3. The dean conducts an annual evaluation (Instrument 4: Summary Report) and develops a performance rating for the teaching department chair/director in consultation with the associate provost (when applicable) and provost/vice president of academic affairs. The results are shared with the department chair/director on a timely basis.
4. The annual evaluation and performance rating are based on the following:
 - a. Instrument 1: Classroom Performance Appraisal
 - (1) The department chair/director evaluates based on teaching duties (one class visit per year) and non-teaching duties. At the discretion of the department chair/director or dean, additional class visits may be conducted.
 - (2) The dean evaluates based on teaching duties (one class visit per year) and non-teaching duties. At the discretion of the dean, additional class visits may be conducted.
 - b. Instrument 2: Student Evaluations: Faculty are evaluated for all instructional modalities and sections as appropriate every semester, including winter, spring, and

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summer sessions. These student evaluations are conducted at the end of the course to meet the requirements of Texas Education Code Section 51.974(h).

- c. Instrument 3: Professional and Personal Growth Self-Assessment: Self-evaluation by the faculty member, which includes a professional development plan.
5. Prior to March 1, the department chair/director shall summarize the evaluations and determine an overall evaluation rating in consultation with respective supervisor(s). By March 1, Instrument 4 should be filed in the human resources office.
6. By May 1, all non-tenured faculty members shall be notified of the College District's intent to offer or not offer a contract for the next year.
7. A faculty member who receives a "U" (Unsatisfactory) rating is not eligible for a contract for the following year.
8. A faculty member who receives an "NI" (Needs Improvement) may be granted a contract for the following year at the discretion of the College District.
9. A faculty member who receives an "ME" (Meets Expectations), "SE" (Surpasses Expectations), or "EE" (Exceeds Expectations) rating is eligible for a contract for the following year at the discretion of the College District.
10. To be eligible for tenure, the faculty member must be in at least the faculty member's fifth continuous year of service in a tenure-track position with an "ME" rating or higher within the current and past four years. When a faculty member is not eligible for tenure, the decision to offer a non-tenure contract shall be at the discretion of the College District. It shall be proposed by the provost/vice president for academic affairs in consultation with the dean and with the final approval of the College President. A faculty member not recommended for an annual contract may use the grievance procedure found at DGBA(LOCAL).
11. For those faculty members who are eligible for tenure, the faculty members are responsible for preparing and submitting a portfolio that adheres to the guidelines for tenure portfolio preparation, which include the following:
 - a. Appropriate paperwork for teaching and non-teaching activities as well as faculty instruments/evaluations; and

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- b. A recommendation letter from the department chair/director, dean, associate provost (when applicable), and provost/vice president of academic affairs. The portfolio shall be forwarded to the provost/vice president of academic affairs.
12. The College President and the provost/vice president of academic affairs shall review the portfolio for each faculty member recommended for tenure and prepare any recommendations for tenure for the Board's consideration. A faculty member not recommended for tenure shall be notified by March 15. A faculty member not recommended for tenure may use the grievance procedure found at DGBA(LOCAL).
13. The College President shall prepare and submit favorable recommendations for tenure to the Board. Following a Board decision, the faculty member shall be notified by May 1 whether tenure was approved or not approved.

**Personnel Action
Effect on Tenure**

The guidelines for personnel action effect on tenure are as follows:

1. Approved leaves of absence pre-authorized by human resources neither interrupt nor terminate tenure.
2. Faculty members who leave employment with the College District lose their tenure status.
3. A faculty member whose position is funded in part or in whole by restricted funds is not eligible for tenure.
4. A tenured faculty member whose position is shifted wholly or partially to restricted funds continues to be tenured.
5. A faculty member who receives an annual appointment or promotion to a non-faculty position (administrative or staff) will not retain tenure to that position. Tenure will not be tied to such appointment or promotion since only faculty members are eligible for tenure. If the employee returns to the original faculty member's position in which tenure was granted and is in good standing with the College District, then tenure will be re-granted to the employee. After regaining faculty member status, the individual must undergo a post-tenure comprehensive process after a year of serving as a faculty member.
6. Tenure is granted within a specific discipline or academic appointment area. A tenured faculty member who voluntarily transfers or is appointed to a different discipline, department, or faculty role for which tenure has not been previously

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awarded shall relinquish tenure in the former appointment and will not retain tenure status in the new assignment.

7. For years of tenure service, only the years of service as a faculty member to the College District or any other higher education institution shall count toward placement on the faculty pay schedule when a tenured faculty member returns to instructional duties from administrative duties.

**Post-Tenure
Guidelines**

Tenured ~~faculty members~~ ~~employees~~ must undergo a post-tenure comprehensive process. The faculty procedures manual will include specific post-tenure comprehensive guidelines that are recommended by the College President and approved by the Board.

Post-tenure comprehensive guidelines will include:

1. Each tenured ~~faculty member~~ ~~employee~~ at the institution shall be subject to a comprehensive performance evaluation process conducted no more often than once every year, but no less often than once every six years, after the date the tenured employee was granted tenure or received an academic promotion at the institution;
2. The comprehensive performance evaluation shall be based on the professional responsibilities of the faculty member, in teaching, research, service, patient care, or administration and include peer review of the tenured employee;
3. The comprehensive performance evaluation process shall be directed toward the professional development of the faculty member;
4. The comprehensive performance evaluation process shall incorporate commonly recognized academic due process rights, including notice of the manner and scope of the comprehensive performance evaluation, the opportunity to provide documentation during the comprehensive performance evaluation process, and, before a tenured employee may be subject to disciplinary action on the basis of a comprehensive performance evaluation conducted under this subsection, notice of specific charges and an opportunity for hearing on those charges;
5. A ~~tenured~~ ~~faculty member~~ ~~employee~~ shall be subject to revocation of tenure or other appropriate disciplinary action if, during the comprehensive performance evaluation, incompetency, neglect of duty, or other good cause is determined to be present; and

6. For a tenured ~~employee~~ faculty members who receives an unsatisfactory rating in any area of any evaluation conducted under this section, the evaluation process shall provide for a short-term development plan that includes performance benchmarks for returning to satisfactory performance.