The purpose of this University Administrative Procedure (UAP) is to supplement System Policy 12.01 Academic Freedom, Responsibility and Tenure on topics such as written terms of employment, administrative leave, faculty dismissals for cause, non-renewal of non-tenured tenure track faculty at the end of a term contract, financial exigency, the phasing out of programs, and annual performance review.

Definitions

**Tenured Faculty** - full-time faculty who have met the criteria for tenure within their respective colleges and have been recommended by the university president and approved by the A&M System Board of Regents for tenure. Tenured faculty may be appointed at the Associate or Professor level.

**Tenure-track Faculty** - full-time faculty who are hired on the tenure track. Tenure-track faculty may be appointed at the Assistant or Associate level and serve on a probationary status until recommended by the university president and approved by the A&M System Board of Regents for tenure or released by the university.

Official Procedures and Responsibilities

1. **GENERAL**
   
   1.1 This UAP should be read in conjunction with System Policy 12.01 Academic Freedom, Responsibility and Tenure.
   
   1.2 The following procedures apply equally to all current PVAMU faculty members and any subsequent appointees. In addition, these procedures seek to establish a spirit of cooperation, good faith, and responsibility.

2. **ACADEMIC FREEDOM**

   2.1 Section 1 of System Policy 12.01 Academic Freedom, Responsibility and Tenure addresses academic freedom.

3. **ACADEMIC RESPONSIBILITY OF FACULTY MEMBERS**
3.1 Section 2 of System Policy 12.01 Academic Freedom, Responsibility and Tenure addresses academic responsibility of faculty members.

4. **WRITTEN TERMS OF EMPLOYMENT**

4.1 Section 3 of System Policy 12.01 Academic Freedom, Responsibility and Tenure addresses written terms of employment.

4.2 For detailed information on faculty differentiation see System Policy 12.07 Fixed Term Academic Professional Track Faculty.

5. **TENURE**

5.1 Section 4 of System Policy 12.01 Academic Freedom, Responsibility and Tenure addresses tenure. Also see System Policy 12.02 Institutional Procedures for Implementing Tenure, University Rule 12.01.99.P1 Granting Extension of Tenure Probationary Period, and UAP 12.02.99.P0.01 Institutional Procedures for Implementing Tenure for additional information.

6. **ADMINISTRATIVE LEAVE**

6.1 Section 5 of System Policy 12.01 Academic Freedom, Responsibility and Tenure addresses administrative leave.

7. **DISMISSAL OF FACULTY FOR CAUSE**

7.1 Section 6 of System Policy 12.01 Academic Freedom, Responsibility and Tenure addresses dismissal of faculty for cause.

7.2 In the event of a dismissal, tenured faculty members have a right to mediation.

7.3 In any evidentiary hearing, the burden of proof rests with the faculty member.

8. **NON-RENEWAL OF NON-TENURED TENURE TRACK FACULTY AT END OF APPOINTMENT**

8.1 Section 7 of System Policy 12.01 Academic Freedom, Responsibility and Tenure addresses non-renewal of non-tenured tenure track faculty members at the end of appointment.

8.2 The President or their designee will appoint a hearing committee selected from all tenured members of the university faculty. The hearing committee will be composed of 5 to 7 members, one of whom will be designated as chair.

9. **DISMISSAL FOR CAUSE HEARINGS**

9.1 Section 8 of System Policy 12.01 Academic Freedom, Responsibility and Tenure addresses dismissal for cause hearings.

9.2 The President or their designee will appoint a hearing committee selected from all tenured members of the university faculty. The hearing committee will be composed of 5 to 7 members, one of whom will be designated as chair.
10. TENURE, FINANCIAL EXIGENCY, AND TERMINATION OR REDUCTION OF PROGRAMS

10.1 Section 9 of System Policy 12.01 Academic Freedom, Responsibility and Tenure addresses tenure, financial exigency, and termination or reduction of programs.

10.2 If a faculty member is notified that s/he has been selected for termination on the basis of a bona fide financial exigency or program reduction/termination, the faculty member will have ten (10) business days to request a hearing before a committee appointed by the Provost and Senior Vice President for Academic Affairs (Provost). The Provost shall appoint a committee consisting of the two most senior faculty members from each college (based on time in rank at PVAMU) and who are not subject to the termination order being considered by the hearing committee.

11. ANNUAL PERFORMANCE REVIEW

11.1 In accordance with System Policy 12.07 Fixed-Term Academic Professional Track Faculty, Section 4, all professional track academic faculty will be reviewed on an annual basis by their department head or supervisor. Such review will include all requirements established in the initial letter of appointment and any additional requirements added during annual reviews. The purpose of regular reviews is to provide a mechanism to facilitate dialogue between the administration and the faculty.

12. LOSS OF TENURE

12.1 Tenure is relinquished when a faculty member:

12.1.1 Retires;
12.1.2 Resigns;
12.1.3 Is dismissed for cause pursuant to System Policy 12.01, Academic Freedom, Responsibility and Tenure; or,
12.1.4 Is not employed with PVAMU for more than one calendar year unless on approved leave of absence.

13. EXTENSIONS AND SPECIAL CIRCUMSTANCES

13.1 Extensions and special circumstances are outlined in University Rule 12.01.99.P1 Granting Extension of Tenure Probationary Period.

13.2 Once the Provost notifies a tenure-track faculty of their eligibility to apply for tenure, they may request an extension of their probationary period beyond seven (7) years for specific reasons or special circumstances. Such extensions must be based on extraordinary circumstances and require written concurrence by the faculty member, department head, dean and the Provost.

Related Statutes, Policies, Regulations and Rules

System Policy 12.01 Academic Freedom, Responsibility and Tenure
System Policy 12.02 Institutional Procedures for Implementing Tenure

System Policy 12.06 Post-Tenure Review of Faculty and Teaching Effectiveness

System Policy 12.07 Fixed-Term Academic Professional Track Faculty

University Rule 12.01.99.P1 Granting Extension of Tenure Probationary Period

UAP 12.02.99.P0.01 Institutional Procedures for Implementing Tenure

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