

REPORT OF SPECIAL COMMITTEE ON FACULTY TENURESTATEMENT OF POLICIES AND PROCEDURES REGARDING
APPOINTMENT, REAPPOINTMENT, NON-RETENTION, TENURE,
PROMOTION, RESIGNATION, AND DISMISSAL OF ACADEMIC PERSONNEL:Academic Appointments

1. Faculty members of the University of Arizona, a State institution, are appointed, retained or dismissed, and promoted on the basis of professional competence, teaching ability, scholarly effort, and University and public service.
2. The University Faculty consists of the President, professors, associate professors, assistant professors, instructors, and other persons as may be designated in their appointment as having University Faculty status. Part-time appointees who are also graduate degree candidates at the University of Arizona do not have University Faculty status. Staff members with training, experience, and responsibilities comparable to those of faculty members may be designated as having University Faculty status.
3. Faculty and staff appointments, reappointments, non-retention, tenure, promotions, and dismissals are made by the Arizona Board of Regents on the recommendation of the department head with the approval of the dean of the college and the President of the University.
4. A temporary faculty appointment is a full-time or part-time academic appointment, other than tenure (continuing) appointment, for a stipulated period of time at the expiration of which the appointment terminates. Such an appointment shall be designated as temporary with the date of termination in a letter to the appointee from the department head at the time the appointment is made.
5. A temporary appointment shall in no case exceed six years.
6. A tenure appointment is an appointment for an indefinite continuing period granted to professors, associate professors, and to other members of the University Faculty and staff as designated in writing by the President on the recommendation of the department head with the approval of the dean of the college.

7. A member of the University Faculty who holds an administrative position does not have tenure in the administrative appointment, and he does not lose academic tenure by appointment to or relief from an administrative appointment.

8. A department head shall, in any matter concerning academic personnel included in this Statement, designate a committee of at least three tenure faculty members of the college to advise him in his recommendations to the dean of the college.

Reappointment, Non-Retention, Promotion, Resignation

9. An instructor is initially appointed for a temporary period of one year and may be so reappointed three times.

10. After not more than four consecutive years of service as a full-time instructor at this University a person shall be (1) promoted to the rank of assistant professor, (2) his appointment shall be terminal, or (3) the appointment shall be designated lecturer. In any case the instructor shall be so notified by the department head in writing of the decision at least one year in advance of the expiration of his fourth appointment.

11. An assistant professor is appointed for a temporary period of one year and may be reappointed to that rank for a similar period not more than five times. After not more than five consecutive years of service as a temporary faculty member, as an instructor, lecturer, or assistant professor, and with at least three years of service at the University of Arizona, the department head shall recommend either (a) that the assistant professor be appointed to a seventh year of service with tenure or (b) that his contract not be renewed. The faculty member shall be notified by the department head in writing of the recommendation at least one year in advance of the expiration of his sixth year of service.

12. Prior to the expiration of the second year of a temporary appointment as an assistant professor the department head shall recommend either (1) reappointment to a fourth year or (2) termination at the expiration of the third year in that rank. The assistant professor shall be notified by the department head in writing

of the recommendation no later than the expiration of his second year as an assistant professor.

13. In the fifth year of appointment in the rank of assistant professor, the department head shall recommend (1) that the assistant professor be promoted to the rank of associate professor with tenure, (2) that his contract not be renewed, or (3) that his appointment be as "lecturer". The faculty member shall be notified of this recommendation at least one year in advance of the expiration of his sixth year as an assistant professor.

14. A person appointed as lecturer, research assistant, research associate, research specialist, or similar title may or may not have University Faculty status and/or tenure at the discretion of the appointing authority.

15. In the fifth year of appointment in the rank of associate professor, the department head shall recommend either (a) that the faculty member be promoted to the next highest rank or (b) that he be reappointed at the same rank for a seventh year. In either case the associate professor shall be notified by the department head in writing of the decision at least one year in advance of the expiration of his sixth year as an associate professor.

16. A person whose initial appointment is as an associate professor or professor may or may not have tenure as designated by the appointing authority during the first three years of service.

17. In the event the department head recommends that an associate professor be reappointed to the same rank for a seventh year, the dean of the college shall appoint a committee of not less than three tenure faculty members to review the department head's recommendation and advise the dean.

18. A tenure faculty member who proposes to resign at the expiration of his contract shall notify the department head in writing of his intentions as early as possible and not later than the beginning date of the last semester of his appointment. A non-tenure faculty member who proposes to resign at the expiration of his contract shall notify the department head in writing of his intention not later than

three months prior to the expiration of his appointment. Resignation after that date requires the written approval of the department head, the dean of the college, and the President.

Tenure and Dismissal

19. A department head shall recommend to the dean of the college the annual reappointment of a tenure faculty member except that the department head may recommend dismissal of a faculty member who by his own conduct has clearly demonstrated lack of qualifications.

20. A person who holds a temporary appointment may be dismissed for adequate cause before the expiration of the term for which his appointment is made. Failure to renew a temporary appointment is at the discretion of the appointing authority; non-retention is not dismissal.

21. A member of the faculty or academic staff is entitled to enjoy and exercise all the rights of an American citizen, as well as academic freedom as it is generally understood in the teaching profession and as set forth in the 1940 Statement of Principles of the American Association of University Professors. This policy shall be observed in determining whether or not adequate cause for dismissal exists.

22. When a department head recommends the dismissal of a faculty member for adequate cause he shall furnish to the aggrieved faculty member and to the dean of the college a statement in writing specifying the grounds for the recommendation.

23. A faculty member so aggrieved may request the Committee on Conciliation to consider the department head's decision.

24. A faculty member whose dismissal is recommended and is grieved may request the dean of the college to appoint a committee of at least three tenure faculty members to review the department head's recommendation and advise the dean.

25. If the dean of the college approves the recommendation of the department head, the aggrieved faculty member may then appeal to the Committee on Academic Privilege and Tenure to review the recommendation and advise the President on his decision.

26. A faculty member whose dismissal has been recommended may request the Committee on Academic Privilege and Tenure to hold a fair hearing. This hearing shall be a closed hearing unless the appellant requests a hearing open to the University Faculty.

27. A fair hearing for a faculty member whose dismissal is recommended includes:

(1) Service of notice of hearing with specific charges in writing at least twenty days prior to the hearing.

(2) A right to the names of witnesses and of access to documentary evidence upon the basis of which dismissal is sought. Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

(3) A right to be heard in his own defense by all bodies passing judgment.

(4) A right to counsel or other representative and to offer witnesses.

(5) A right to confront and cross-examine witnesses against him.

(6) A stenographic record of all hearings and transcripts thereof, at no cost to him.

(7) Findings of fact and a recommendation based on the hearing record.

(8) The admissibility of evidence is not necessarily restricted by Arizona law. The burden of proof of the existence of adequate cause for a dismissal is on the appointing authorities.

28. The Committee on Academic Privilege and Tenure shall send to the President of the University and to the person concerned, as soon as practicable after conclusion of the hearing, a transcript of the testimony and a copy of its report, findings, and recommendations. As soon as practicable after receipt of this material the President shall submit it and his recommendation to the Regents should he recommend dismissal. In such case, a copy of the President's recommendations shall also, at the same time, be sent to the dismissed faculty member and to the Committee on Academic Privilege and Tenure.

29. If a person holding a temporary appointment is dismissed before the expiration of his term of appointment, notice or salary is at the discretion of the President. A period of notice shall not extend the period of appointment.

30. If a person holding a tenure appointment is dismissed the President may, at his discretion, relieve the dismissed faculty member of his duties immediately or allow him to continue in his position for a specified period of time. The dismissed faculty member's salary shall continue to the expiration of his appointment, providing that this does not conflict with Arizona law, except that a person dismissed for adequate cause clearly involving moral turpitude as defined by Arizona law shall receive no notice or salary unless the President determines otherwise.

31. If the hearing by the Committee on Academic Privilege and Tenure regarding a person not holding a tenure position is not concluded before the appointment expires, he may elect that the proceedings be carried to a conclusion. Unless he so elects in writing, the proceedings shall be discontinued.

32. The Secretary of the Faculty shall send to each member of the University Faculty, and to each new faculty appointee, a copy of this Statement of Policies and Procedures.

Respectfully Submitted:

Albert Gegenheimer

Raymond H. Thompson

Mitchell G. Vavich

Currin V. Shields
Chairman

The University of Arizona

PROCEEDINGS OF THE FACULTY SENATE

Meeting of Monday

March 15, 1965

PRESENT: Bartlett, Beattie, Blitzer, Brewer, Carlson, Chadwick, Coleman, Coulter, Delaplane, Forrester, Gegenheimer, Gillmor, Gries, Hall, Harris, Harshbarger, Harvill, Hillman, Hudson, Hull, Johnson, Kassander, Kemmerer, Little, Lynn, Lyons, Martin, McMillan, Muir, Myers, Patrick, Paulsen, Paylore, Picard, Quinn, Rhodes, Siegel, Simonian, Sorensen, Svob, Vavich, Voris, Wallraff, Wilson, and Windsor.

ABSENT: Blecha, Cockrum, DuVal, Edwin Gaines, Pendleton Gaines, Powell, Rappeport, Roy, and Stanislowski.

MINUTES OF MEETING OF FEBRUARY 22, 1965, APPROVAL OF: The minutes of the Senate meeting of February 22, 1965 were approved as distributed to members, with the correction that Dr. Jimmie S. Hillman had been present, not absent as recorded in the distributed minutes.

PAUL S. MARTIN AS MEMBER OF SENATE, RECOGNITION OF: President Harvill recognized Dr. Paul S. Martin who had been elected at the previous meeting of the Senate as the successor to Dr. Edwin B. Kurtz, who had resigned as a Senator-at-large. Dr. Martin had served in the Senate during the first semester of the 1964-65 academic year as a replacement for Dr. Kurtz during the latter's leave of absence of one semester.

REPRESENTATIVES TO THE ARIZONA COLLEGE ASSOCIATION COUNCIL, ELECTION OF: The Senate elected Professor Joseph L. Picard and Professor Drew B. Palette as the representatives of the faculty of the University of Arizona to the Arizona College Association Council.

REPORT OF SPECIAL COMMITTEE ON FACULTY TENURE, CONSIDERATION OF: President Harvill stated that earlier in the year he had appointed a special committee to study the general matter of policies and procedures regarding appointment, reappointment, non-retention, tenure, promotion, resignation, and dismissal of academic personnel. The Committee had included Dr. M. G. Vavich, Dr. Raymond H. Thompson, Dr. Albert Gegenheimer, and Dr. Currin V. Shields - Chairman.

Dr. Harvill pointed out that in 1964 the charge that the University of Arizona was guilty of not providing full academic freedom for faculty members had been made to the American Association of University Professors. The University had not been found guilty of the charges made. However, it had seemed desirable, the President explained, to draw up a statement more clearly outlining the University's policies and procedures on faculty tenure, etc. The committee had then been appointed to study this entire matter.

The President asked Dr. Shields to discuss the report of the committee, copies of which had been distributed to all members of the Senate in advance of the meeting.

Dr. Shields explained that the report was based mainly upon a statement of policy of the University of Wisconsin. This statement is an almost ideal one, Dr. Shields explained, in the judgment of Professor David Fellman, President of the American Association of University Professors.

The Senate then considered this statement paragraph by paragraph.

Dean Myers asked if it was understood that positions referred to in the statement were those financed by budgeted funds only. Dr. Shields replied that it was understood that all reference in the statement to tenure referred only to persons whose salaries were paid from budgeted funds.

Dr. Shields answered a number of other questions about various paragraphs of the statement. Minor changes in the wording were made at several points but for the most part the statement was accepted as presented.

Following its consideration of the full statement the Senate, upon motion by Dr. Gegenheimer, seconded by Dr. Kemmerer and Dean Myers, voted with no dissenting vote heard to approve the statement, as modified, and to forward it with the recommendation for approval to the General Faculty.

(A copy of the statement, as revised by the Senate, and including revisions later made by the General Faculty, is on file with the official minutes of the Faculty Senate. A full statement is not being distributed to the Senate membership again, or to the General Faculty, inasmuch as each member of the General Faculty received a copy of the original report prior to the General Faculty meeting of March 16, 1965, and a copy of the complete revised version was later sent to every member of the Faculty with a ballot, following the General Faculty meeting on March 16, 1965.)

David L. Windsor, Secretary