UTAH VALLEY UNIVERSITY
Policies and Procedures

Proposed Policy Number and Title:	Policy 637 Faculty Tenure
Current Policy Number and Title:	Policy 637 Faculty Tenure

Approval Process*

☒ Regular	☐ Temporary	☐ Compliance Change
☐ New	☐ New	☐ New
☐ Revision	☐ Revision	☐ Revision—Limited Scope
☒ Revision—Limited Scope	☐ Revision—Limited Scope	☐ Deletion
☐ Deletion		

*See UVU Policy 101 *Policy Governing Policies* for process details.

Draft Number and Date: Stage 2 Regular, March 24, 2026
President's Council Sponsor: Steven Clark
Policy Steward: Kat Brown

POLICY APPROVAL PROCESS DATES

REGULAR	TEMPORARY	COMPLIANCE
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UTAH VALLEY UNIVERSITY
Policies and Procedures

POLICY TITLE	Faculty Tenure	**Policy Number**	637
Section	Academics	**Approval Date**	~~February 26, 2026~~
Subsection	Faculty	**Effective Date**	~~February 26, 2026~~
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	**Last Review**	~~February 26, 2026~~

1.0 PURPOSE

1.1 This policy establishes the requirements and procedures for achieving tenure at Utah Valley University.

2.0 REFERENCES

2.1 *Duties and Responsibilities of the President of a Degree-granting Institution of Higher Education—Approval by Board of Trustees,* Utah Code § 53B-2-106

2.2 Utah Board of Higher Education Policy R312 *Institutional Missions and Roles*

2.3 Utah Board of Higher Education Policy R481 *Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review*

2.4 Utah Board of Higher Education Policy R482 *Bona Fide Financial Exigency and Personnel Reduction*

2.5 UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*

~~2.5~~2.6 UVU Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions*

~~2.6~~2.7 UVU Policies 600 *Academic Series Policies*

~~2.7~~2.8 American Association of University Professors, *1940 Statement of Principles on Academic Freedom and Tenure*

3.0 DEFINITIONS

3.1 Academic year: The period beginning Fall semester and ending with the subsequent Spring semester.

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3.2 Department: A group of salaried, benefits-eligible faculty members from the same or related disciplines that is authorized by the dean and the Provost to act as an academic unit in evaluating faculty members for retention, tenure, and promotion (RTP).

3.3 Faculty portfolio (portfolio): A collection of documents prepared by a faculty member as evidence of their contributions in teaching, scholarly/creative works, and service to their profession and the University. (See section 5.5.1.)

3.4 Faculty Senate retention, tenure, promotion, and appeals committee (RTP&A committee): A standing committee of the Faculty Senate that encourages equity and rigor in department rank and promotion criteria; promotes adherence to university policies; evaluates all appeals of midterm review, tenure review, and promotion decisions; and advises on matters of tenure and promotion.

3.5 Good standing: Describes the status of an employee who has no disciplinary action imposed or pending and has completed all mandatory trainings and faculty annual reviews.

3.6 Midterm review: A comprehensive review of a faculty member's portfolio to evaluate progress toward achieving tenure. This review typically takes place during the third year of the probationary period and considers the faculty member's contributions throughout the previous two years of tenure-track employment.

3.7 Missing material: Material that the faculty member neglected to include in their portfolio, whether intentional or unintentional.

3.8 Probationary period: The timeframe during which a faculty member is in a tenure-track position (but is not yet tenured) and is being evaluated against tenure criteria.

3.9 Retention, tenure, and promotion committee (RTP committee): A group of tenured faculty members that evaluates faculty members and makes recommendations for or against retention, tenure, or promotion. An RTP committee may serve a single academic department, a cluster of academic departments in the same school, or an entire school as authorized by the dean and provost. (See section 5.2.)

3.10 Service: For the purposes of this policy, service refers to service activities at the University, in the community and to one's profession that are clearly related to the faculty member's role.

3.11 Student Rating of Instruction (SRI): A standard, university-wide student rating of faculty teaching that is used for formative and summative purposes. These are administered in the university-approved system.

3.12 Tenure: A condition of continuing employment, awarded to qualified faculty members, that promotes academic freedom, attracts professionals of ability, and enhances the quality of the University's academic programs**.**

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3.13 Tenure Criteria: Approved criteria that establish the expected levels of faculty performance in teaching, scholarly/creative works, and service for a tenure-track faculty member.

3.14 Tenure plan: An outline and timeline of work, to be completed by a faculty member during the probationary period, which should facilitate earning tenure. Note that faculty portfolios are evaluated against the approved tenure criteria, not the faculty member's tenure plan or their adherence to their tenure plan.

3.15 Tenure review: A comprehensive review of a faculty member's portfolio to determine whether or not the faculty member shall be awarded tenure. This review typically takes place during the sixth year of the probationary period and considers the faculty member's contributions throughout the previous five years.

4.0 POLICY

4.1 Awarding of Tenure

4.1.1 In consultation with the Board of Trustees, tenure is awarded by the President of the University, based upon the recommendations of the RTP committee, department chair, dean, and Provost.

4.1.2 The reviewing bodies must base their recommendations upon university policies, approved department tenure criteria, and portfolio evaluations.

4.1.3 As set forth in UVU policy and approved department tenure criteria, a faculty member earns tenure by demonstrating sustained, expected levels of the following: teaching effectiveness; scholarly/creative works; and service. Faculty must comply with all department tenure criteria, university policies, Utah Board of Higher Education policies, and state and federal laws.

4.1.4 A faculty member's tenure award is tied to one specific academic department. When a faculty member transfers to another department during the probationary period, the faculty member is subject to the tenure criteria of the new department but may request to remain under the old criteria, subject to the approval by the department chair, dean, and Provost. (See section 5.10.) Tenured faculty who transfer to a different department will be recognized as tenured faculty of their new department.

4.1.5 Tenured status shall become effective on July 1 following approval from the President.

4.2 Development and Review of Criteria for Awarding Tenure

4.2.1 Unless they are subject to college- or school-wide tenure criteria, each department shall develop tenure criteria establishing the expected levels of faculty performance in teaching,

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scholarly/creative works, and service. These criteria must be consistent with the mission of the University, adhere to university policy and reflect the standards of relevant disciplines, especially UVU Policy 635 *Faculty Rights and Professional Responsibilities*.

4.2.2 Tenure criteria documents shall be sufficiently detailed that a faculty member can develop a plan during their first year to achieve tenure by the end of the probationary period. This plan shall provide for variations in assigned workload.

4.2.3 Tenure criteria must be reviewed and approved at least every five years to ensure clarity and consistency of expectations for tenure across the University. (See section 5.1.)

4.3 Eligibility and Probationary Period

4.3.1 Tenure is only awarded to a faculty member or administrator who has successfully completed a probationary period of tenure-track employment at UVU or another regionally accredited or recognized institution.

4.3.2 The probationary period for tenure shall be six years of full-time, tenure-track employment.

4.3.3 Probationary years may be fulfilled through previous employment in a tenure-track position at another regionally accredited or recognized institution as agreed upon at time of hire by the dean and Provost.

4.3.4 The probationary period may be altered by circumstances that may include but are not limited to stoppage of the tenure clock, department transfer, administrative appointment during the probationary period, or agreements made at the time of hire.

4.3.5 If a faculty member has been notified before the commencement of the final year of the probationary period that their employment shall not be continued, they are not eligible to apply for tenure.

4.4 Review Process for Midterm and Tenure

4.4.1 The review process for midterm and tenure includes an annual review, which may also include a review of a tenure plan, and subsequent written feedback from the department chair to the probationary faculty member. Comprehensive reviews shall occur at the midterm of the probationary period and at the time of consideration for tenure in the final year of the probationary period.

4.4.2 Evaluations for midterm or tenure review shall be based only on the materials in the portfolio, as specified in this policy in section 5.6.

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4.4.3 The RTP committee, department chair, and dean shall make recommendations regarding retention of a probationary faculty member during midterm review; the Provost makes the final determination regarding retention.

4.4.4 The RTP committee, department chair, dean, and Provost make recommendations regarding tenure and promotion to associate professor for a probationary faculty member during the tenure review; the President of the University, in consultation with the Board of Trustees, makes the final determination regarding tenure and promotion to associate professor.

5.0 PROCEDURES

5.1 Development and Application of Tenure Criteria

5.1.1 Tenure criteria developed by departments, colleges, or schools are subject to review and approval by the appropriate department faculty, dean, and Provost. A school or college dean may require a level of standardization for department or school tenure advancement criteria.

5.1.2 In collaboration with the Provost's Office, the Faculty Senate Retention, Tenure, Promotion and Appeals Committee (RTP&A Committee) shall be responsible for reviewing tenure criteria for compliance with university policy. The committee shall initiate the review of approximately 20% of the department tenure criteria documents each year, ensuring that each tenure criteria document is reviewed at least once every five years. The committee may recommend changes so that the criteria are in compliance with this policy.. Departments must address these recommended compliance changes within an academic year.

5.1.3 Deans may also recommend changes to the tenure criteria, subject to review and approval by the department faculty and Provost. The Provost shall resolve any discrepancies between the recommendations of the department faculty and the dean. Resolution must take place in a timely manner.

5.1.4 Faculty members are evaluated for tenure in accordance with the approved tenure criteria and the tenure policy in place at the time of hire. Candidates for tenure may, upon their request and if approved by the department chair, dean, and Provost, be evaluated according to more recent tenure criteria, if the criteria are revised during their probationary period.

5.1.5 The tenure criteria approval process is as follows:

5.1.5.1 The department chair (or chairs if the criteria are for a collection of departments or an entire school or college) submits new or revised tenure criteria to the dean during Fall semester.

5.1.5.2 Near the beginning of Spring semester, the dean approves the proposed criteria or provides the department(s)a detailed list of recommended revisions based on university policy.

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5.1.5.3 If the dean requests revisions to tenure criteria, the department chair(s) then consults with the department(s). If the department(s) agrees with the suggested revisions, the RTP committee will make the changes. If the department does not agree with the suggested revisions, the department chair will provide a rationale to the dean in writing.

5.1.5.4 The dean either approves the resubmitted proposed criteria or provides a written response to the department's comments and resubmission. The dean then forwards the following to the department chair and the Provost:

- The proposed tenure criteria;
- The department's response(s) if any; and
- Dean's response to the department, if any.

5.1.5.5 The Provost evaluates the tenure criteria, the dean's recommendation(s), and the department's response(s), and then approves or provides a detailed list of recommended revisions to the dean and department chair based on university policy.

5.1.5.6 In cases where the Provost recommends revisions, the department chair shall respond in writing. The Provost shall then review the department chair's responses and make final revisions before approving the tenure criteria.

5.1.6 This process must be completed by May 1.

5.2 RTP Committee Composition

5.2.1 A department or college-/school-wide RTP committee shall consist of an odd number of at least five tenured faculty members elected by a simple majority of the tenured and tenure-track faculty of the department.

5.2.2 When a sufficient number of tenured faculty members is not available and elected in a department, or other conditions exist that make clustering of departments desirable for evaluating faculty, the following options are available:

1) Under the direction of the dean, members may be elected from among tenured faculty members in other departments of related disciplines by the department tenured and tenure-track faculty.

2) Under the direction of the dean, departments of related disciplines may share the same RTP committee consisting of tenured faculty members elected by the tenured and tenure-track faculty of the affected departments.

3) The final composition of the RTP committee must be approved by the dean.

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5.2.3 Department chairs may vote as a faculty member for election of members to serve on RTP committees.

5.2.4 Faculty members in full-time administrative positions may not vote for election of members to serve on RTP committees.

5.2.5 The RTP committee annually elects one of its members as a chair.

5.2.6 All members of the RTP committee must be in good standing. If any member of the RTP committee is found to be not in good standing, there must be a new election except when there is not enough time for a new election. Under such circumstances, the dean may appoint a temporary member of the RTP committee until a new election can take place.

5.2.7 A department chair may not serve on the RTP committee of their own department.

5.2.8 RTP recommendations are decided by a simple majority vote of the committee.

5.2.9 RTP committee members serve a three-year term. Faculty members may serve an unlimited number of terms, but preferably no more than two terms in succession.

5.3 Tenure-Related Decisions at the Time of Hire

5.3.1 Faculty tenure status is determined at the time of initial hire. Faculty with no previous years as a tenure-track faculty member typically begin their career at UVU their first year of the probationary period.

5.3.2 In some cases, a candidate for hire into a tenure-track position may be granted up to four years toward tenure for equivalent tenure-track experience at other institutions if approved by the dean and Provost. The department determines the necessity and timing of a midterm review for candidates who are granted years toward tenure at the time of hire, and the dean and Provost approve the department's recommendation. Years awarded toward tenure shall not exceed the number of years actually served at previous institutions in a tenure-track position.

5.3.3 Typically, if a newly hired faculty member or administrator has been awarded tenure previously at another regionally accredited institution or equivalent, they may receive no years toward tenure but may ~~go up~~apply for midterm and tenure review early. In rare cases, a newly hired faculty member may be awarded tenure at hire, or after a specified period of full-time employment after hire as agreed upon at the time of hire. Tenure agreed upon at hire must be approved by the President, who shall consider recommendations by the appropriate RTP committee and in consultation with the Board of Trustees. (See Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions*.)

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5.3.3.1 Faculty who were tenured or on tenure-track at a previous institution may apply for tenure at UVU in accordance with section 5.3.3.4 below, but no later than the beginning of their sixth year. A maximum of five years of academic work may be included in the tenure portfolio, including all tenure-track years at UVU and years at a previous institution. Faculty should consult with their RTP committee, department chair, and dean about when they will be ready to apply for tenure.

5.3.3.2 In rare instances, faculty who were not in a tenure-track position before starting a tenure-track position at UVU may apply for tenure at the beginning of their fifth year if the RTP committee, department chair, and dean determine that the faculty member has demonstrated exceptional achievement in teaching, scholarship or creative works, and service.

5.3.3.3 The dean will provide notification to the Office of the Provost of a faculty member's intent to apply for tenure by March 15.

5.3.3.4 Summary table of earliest possible application for tenure.

Status at Previous Institution	Earliest Possible Application For Tenure
Earned tenure	Third year
Held a tenure-track position for three or more years	Fourth year
Held a tenure-track position for one or two years	Fifth year

~~5.3.3~~

5.3.4 Faculty granted years toward tenure must include material from their previous institution in their portfolio for each of those years awarded.

5.3.5 Years awarded toward tenure or the granting of tenure at the time of hire shall be communicated to the faculty candidate in the letter of appointment. This letter must be included in the faculty member's portfolio.

5.3.6 For faculty members who begin their employment in a tenure-track position with UVU at some time other than the beginning of Fall semester of the regular academic year, the dean shall recommend and the Provost shall approve the year in which the affected faculty member shall apply for midterm review and/or tenure. This determination shall be made in consultation with the prospective faculty member and documented at time of hire. A letter from Academic Affairs detailing this determination must be included in the faculty member's portfolio.

5.4 Orientation of New Faculty, Development, and Annual Review of the Tenure Plan

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5.4.1 The department chair shall provide a copy of this tenure policy and the approved department tenure criteria to each newly hired tenure-track faculty member within the first month of their first semester of work at UVU.

5.4.2 Within the first semester of hire in a tenure-track position, a new faculty member shall meet jointly with the department chair and the chair of the RTP committee to develop the expectations of the faculty member's performance during the probationary period, consistent with established department tenure criteria. The expectations agreed upon constitute the candidate's initial tenure plan. Such expectations shall be clear and reasonable, yet not overly prescriptive, allowing for a broad range of faculty achievement. The tenure plan shall be written by the faculty member in consultation with the department chair to ensure the faculty member is setting appropriate goals to achieve tenure. This plan may be revised as needed to ensure faculty stay on track to achieve tenure, that they can take advantage of unanticipated opportunities, and adapt to unforeseen obstacles. The faculty member should address the progress they are making toward achieving tenure in their annual reviews.

~~5.4.3~~5.4.1 Department chairs shall review and document the faculty member's progress toward tenure in annual reviews.

5.5 The Faculty Portfolio

5.5.1 Candidates for midterm or tenure review are responsible for maintaining a digital portfolio in the institutionally approved system that documents their contributions and accomplishments in teaching, scholarly/creative works, and service, consistent with their department tenure criteria and university policy. The portfolio for tenure-track faculty members shall contain at least the following:

5.5.1.1 A copy of the officially approved tenure criteria under which the faculty member is applying for midterm or tenure.

5.5.1.2 For portfolios submitted for tenure, copies of all midterm review recommendations.

5.5.1.3 An introduction, not to exceed 1,500 words, in which the faculty member explains in what ways they have met the department's tenure criteria, discusses any factors that supported or hindered their progress, and provides any additional information that may assist reviewers in evaluating their portfolio. This is not to be confused with self-assessments (see below).

5.5.1.4 A current curriculum vitae with sections on teaching, scholarship, and service. The curriculum vitae may also include work before hire at UVU.

5.5.1.5 A section containing evidence of achievements in teaching, including

1) a self-assessment of the faculty member's teaching performance and effectiveness, including the extent to which students meet the established learning outcomes and any changes faculty

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members made over time to ensure students receive a rigorous and supportive educational experience;

2) department chair assessment of in-person and/or virtual teaching, including reviews of course materials- and whether the faculty member is helping students achieve the student learning outcomes. A minimum of two department chair assessments~~observations~~ are required, one before and one after midterm review, except in extenuating circumstances as approved by Academic Affairs;

3) peer assessments~~observations~~ of in-person and/or virtual teaching, including reviews of course materials and whether the faculty member is helping students achieve the student learning outcomes. A minimum of two peer assessments~~observations~~ are required, one before and one after midterm review, except in extenuating circumstances as approved by Academic Affairs;

4) complete and unaltered university-approved student ratings of instruction (SRIs) from all course sections taught during all years of the probationary period (note that courses offered on a special term may not have SRIs available);

5) professional development related to teaching—for example, attending teaching conferences or completing Office of Teaching and Learning classes or certifications;

6) evidence of improving curriculum at the course or program level based on student feedback, teaching assessments~~observations~~, or student performance as well as evidence of involvement in the assessment of student learning outcomes; and

7) other evidence related to teaching in accordance with department tenure criteria or as desired by the candidate.

5.5.1.6 A section containing evidence of achievements in scholarship/creative works, including

1) a self-assessment of the faculty member's scholarly/creative works performance, effectiveness, and contributions to the faculty member's discipline at the regional, national, or international level;

2) evidence of scholarly/creative works related to the faculty member's position and discipline at UVU in accordance with institutional standards (see Policy 635 *Faculty Rights and Professional Responsibilities* and department tenure criteria), which must include at least one work that has been published, presented, or exhibited, and that it must have been either competitively judged or peer-reviewed; and

3) clinically relevant scholarly or creative works—such as practice guidelines, professional trainings, applied research, or other discipline-recognized contributions—may fulfill this

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requirement when they are subject to appropriate forms of review or evaluation within the field; and

4) if applicable to the discipline and allowed by department tenure criteria, discipline-related professional development, such as licenses, certifications, and continuing education credits relevant to the faculty member's discipline; and

5) publications and conference proceedings and presentations in predatory or deceptive publishers or organizations are not considered scholarship/creative works.

5.5.1.7 A section containing evidence of substantive contributions in service at one or more of the following levels as it pertains to the faculty member's role at the University, including

1) a self-assessment of the faculty member's service performance and effectiveness;

2) department-related service, as outlined in Policy 635 *Faculty Rights and Professional Responsibilities*;

3) college/school service, such as Perkins grants, recruitment, college/schools designated by the dean, may be included but is not required, unless required by department tenure criteria;

4) university service may be included but is not required, unless required by department tenure criteria;

5) profession/discipline service may be included but is not required, unless required by department tenure criteria; and

6) community service directly related to the mission of the University and the faculty member's position at UVU may be included but is not required, unless required by department tenure criteria.

5.5.1.8 All annual reviews (see Policy 633 *Faculty Performance Evaluation and Feedback*) from the evaluation period. If an annual review was not conducted, the faculty member must include a detailed explanation as to why it was not conducted.

5.5.1.9 Any notable awards or commendations related to the faculty member's role at the University.

5.5.1.10 Any improvement plans with documentation of resolution (see Policy 633 *Faculty Performance Evaluation and Feedback*); written warnings; written sanctions, to which the candidate may include a written rebuttal (see Policy 649 *Faculty Sanction and Dismissal for Cause*); or previous letters of adverse decisions regarding advancement with documentation of resolution.

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5.5.2 Faculty members are responsible for including all required materials in the portfolio. Faculty must provide a detailed explanation as to why required materials were not completed or not included in accordance with policy. Materials that are not included in the portfolio cannot be relied on to help a candidate's case, but the absence of required materials could negatively impact a candidate's case.

5.6 Midterm Review Processes

5.6.1 Unless the faculty member has been notified that their employment shall not be continued, the chair of the RTP committee shall notify the faculty member in writing by March 1 of the second probationary year that they must apply for midterm review by September 15 of the next academic year. By March 15 of the second probationary year, the chair of the RTP committee shall have consulted with the faculty member for input in determining suitable candidates from whom to solicit external evaluations, if required by department tenure criteria. (See section 5.6.1)

5.6.2 If a faculty member does not submit a portfolio by September 15 of their third probationary year for midterm review, the department chair shall discuss the employment status of the faculty member with the dean. The dean shall consult with Academic Affairs about the employment options available under UVU policy, up to and including termination.

5.6.3 The RTP committee shall review the portfolio according to university policy and approved department tenure criteria. They shall comment on the specific strengths and weaknesses, referencing evidence presented within the portfolio relative to the department tenure criteria and university policy. They must also state whether the portfolio is missing any required documentation. The RTP committee shall add its written review and recommendation for or against retention to the portfolio, including the vote tally that led to their recommendation.

5.6.4 No later than October 15, the chair of the RTP committee shall forward the portfolio along with the committee's written recommendation to the department chair.

5.6.5 No later than October 31, the department chair shall forward the portfolio along with a written recommendation to the dean. They shall comment on the specific strengths and weaknesses, referencing evidence presented within the portfolio relative to the department tenure criteria and university policy. They must also state whether the portfolio is missing any required documentation. If the department chair disagrees with the RTP committee's recommendation, they must provide a detailed rationale.

5.6.6 No later than November 20, the dean will provide the candidate a copy of the external evaluations (when required by department criteria, with the identifying information of the external evaluator redacted) and the recommendations of the RTP committee, department chair, and dean. They shall comment on the specific strengths and weaknesses, referencing evidence presented within the portfolio relative to the department tenure criteria and university policy. They must also state whether the portfolio is missing any required documentation. If the dean

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disagrees with the RTP committee's or department chair's recommendation, they must provide a detailed rationale.

5.6.7 No later than December 1, the faculty member may submit a written rebuttal to any recommendations up to and including the dean's review for inclusion in the portfolio. A written rebuttal may not include any additional evidence that is not already available in the portfolio.

5.6.8 After considering the faculty member's written rebuttal, the dean may add an addendum that either confirms or changes their recommendation. No later than December 17~~0~~, the dean shall forward the portfolio along with all written recommendations and, if applicable, the faculty rebuttal and addendum, to the Provost.

5.6.9 The Provost shall review the portfolio and render a written decision to the faculty member, dean, department chair, and chair of the RTP committee no later than March 1. If the decision is that the midterm faculty member is not to be retained, the candidate shall lose probationary status. The candidate may be terminated at the end of the academic year or be offered a one-year, terminal appointment for the next academic year, as determined by the dean and Provost, in consultation with People and Culture, and the Office of General Counsel.

5.6.10 If a deadline specified in this policy does not fall on a business day, the deadline shall be extended to the next business day. Reasonable exceptions to these dates due to extraordinary circumstances may be allowed if approved by the Provost.

5.7 Tenure Review Processes

5.7.1 Unless the faculty member has been notified that their employment shall not be continued, the chair of the RTP committee shall notify the faculty member in writing by March 1 of the fifth probationary year that they must apply for tenure review by September 15 of the next academic year. By March 15 of the fifth probationary year, the chair of the RTP committee shall have consulted with the faculty member for input in determining suitable candidates from whom to solicit external peer evaluations, if required by department tenure criteria. (See section 5.6.1.)

5.7.2 If a faculty member does not submit a portfolio by September 15 of their sixth probationary year for tenure review, the department chair shall discuss with the dean the employment status of the faculty member. The dean shall consult with Academic Affairs about the employment options available under UVU policy, up to and including termination.

5.7.3 The RTP committee shall review the portfolio according to university policy and approved department tenure criteria. They shall comment on the specific strengths and weaknesses, referencing evidence presented within the portfolio relative to the department tenure criteria and university policy. They must also state whether the portfolio is missing any required documentation. The RTP committee shall add its written review and recommendation for or against retention to the portfolio, including the vote tally that led to their recommendation.

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5.7.4 No later than October 15, the chair of the RTP committee shall forward the portfolio along with the committee's written recommendation to the department chair (or dean, if the faculty member is a department chair).

5.7.5 No later than October 31, the department chair shall forward the portfolio along with a written recommendation to the dean (unless the faculty member is a department chair, in which case the RTP committee forwards the portfolio directly to the dean). They shall comment on the specific strengths and weaknesses, referencing evidence presented within the portfolio relative to the department tenure criteria and university policy. They must also state whether the portfolio is missing any required documentation. If the department chair disagrees with the RTP committee's recommendation, they must provide a detailed rationale.

5.7.6 No later than November 20, the dean provides the candidate a copy of the external evaluations (when required by department tenure criteria, with the identifying information of the external evaluator redacted) and the recommendations of the RTP committee, department chair, and dean. They shall comment on the specific strengths and weaknesses, referencing evidence presented within the portfolio relative to the department tenure criteria and university policy. They must also state whether the portfolio is missing any required documentation. If the dean disagrees with the RTP committee's or department chair's recommendation, they must provide a detailed rationale.

5.7.7 No later than November 27, the faculty member may submit a written rebuttal to any recommendations up to and including the dean's review for inclusion in the portfolio. A written rebuttal may not include any additional evidence that is not already available in the portfolio.

5.7.8 After considering the faculty member's written rebuttal, the dean may add an addendum that either confirms or changes their recommendation. No later than December 114, the dean shall forward the portfolio along with all written recommendations and, if applicable, the faculty rebuttal and addendum, to the Provost.

5.7.9 The Provost reviews the portfolio and forwards the portfolio and all written recommendations to the President of the University no later than March 1.

5.7.10 The President of the University, in consultation with the Board of Trustees, decides whether to award or deny tenure. Within 14 calendar days of the President's decision, the Provost conveys the decision of the President to the faculty member, dean, and department chair. The candidate may be terminated at the end of the academic year or be offered a one-year, terminal appointment for the next academic year, as determined by the dean and Provost.

5.7.11 If a deadline specified in this policy does not fall on a business day, the deadline shall be extended to the next business day. Reasonable exceptions to these dates due to extraordinary circumstances may be allowed if approved by the dean, in consultation with the Provost.

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5.8 Summary of Dates in the Midterm and Tenure Review Processes

	Midterm and Tenure Review Process
March 1	RTP chair informs candidate of pending tenure application deadline and requests input in choosing external evaluators, if required by department tenure criteria.
March 15	RTP chair receives input from faculty member concerning potential external evaluators, if required by department tenure candidate criteria. Requests for extensions or reductions of the probationary period must be received by the department chair (see sections 5.12 and 5.13).
April 15	Extensions or reductions are approved or denied by the Provost.
September 15	Candidate must submit their portfolio using the university-approved systems.
October 15	RTP committee submits the portfolio and recommendation to the department chair.
October 31	Department chair submits the portfolio and recommendation to the dean.
November 20	A copy of the external evaluations, if required by department tenure criteria, and the recommendations of the RTP committee, department chair, and dean becomes available to the candidate.
November 27	Final date for candidate to submit a written rebuttal to the dean.
December 114	Dean forwards the portfolio along with all written recommendations and, if applicable, the faculty rebuttal and addendum, to the Provost.
March 1	Provost makes the midterm decision or submits their tenure recommendation to the President of the University. Provost conveys the midterm decision to the faculty member, dean, and department chair.
Late March	The President of the University, in consultation with the Board of Trustees, approves or denies awarding tenure.
March/April	Provost conveys the decision of the President to the faculty member, dean, and department chair through the university-approved systems.
April/May	Appeal process begins, if faculty member appeals.

5.9 Evaluation of the Portfolio

Policy Office Draft

5.9.1 All reviews of the candidate by the RTP committee, department chair, dean, and Provost shall be added to the portfolio as each respective review is completed.

5.9.2 During the evaluation process, the contents of the portfolio shall be kept confidential and only made available to those with responsibility for reviewing the faculty member's portfolio.

5.9.3 Faculty portfolios are evaluated against the approved tenure criteria, not the faculty member's tenure plan or their adherence to their tenure plan.

5.9.4 Student evaluations are one of multiple measures of teaching effectiveness and do not carry more weight than the other listed measures. Student evaluations must be interpreted in context with reviewers noting limitations, potential bias, and course contexts that may systematically yield lower overall evaluations. Teaching effectiveness must be demonstrated holistically across multiple forms of evidence including peer observations, self-reflections, course materials, and evidence of student learning.

5.9.5 Service should be evaluated on quality and impact rather than breadth or quantity.

5.9.6 In the case of midterm review, the RTP committee, department chair, and dean shall recommend for or against retention of the faculty member in a detailed report. The detailed report shall comment on the specific strengths and weaknesses, referencing evidence presented within the portfolio relative to the department tenure criteria and university policy. The committee must also state whether the portfolio is missing any required documentation. The RTP committee shall include the vote tally that led to their recommendation.

5.9.7 In the case of tenure review, the RTP committee, department chair, and dean shall recommend for or against awarding tenure to the faculty member in a detailed report. The detailed report shall comment on the specific strengths and weaknesses, referencing evidence presented within the portfolio relative to the department tenure criteria and university policy. The committee must also state whether the portfolio is missing any required documentation. The RTP committee shall include the vote tally that led to their recommendation. The Provost shall provide a written recommendation for or against awarding tenure to the President.

5.9.8 Candor is expected in all reviews and is critical to both the University and the candidate.

5.9.9 During the midterm or tenure review process, recommendations by the RTP committee, department chair, dean, and Provost, addressed to the person at the next level of review, become part of the portfolio as it passes to each level of review.

5.9.10 All portfolios and subsequent reviews shall be submitted via the university-approved system.

5.10 Department Transfer During the Probationary Period

Policy Office Draft

5.10.1 Probationary years may be fulfilled in more than one department, subject to the recommendation of the respective department chairs, with input from the faculty involved, and if approved by the respective deans and the provost.

5.10.2 When possible, transfers during the probationary period shall be avoided in the years of midterm or tenure review unless the disciplines are so closely related that the tenure plan of the transfer candidate is applicable to the discipline of the new department. The tenure criteria under which a faculty member will be evaluated is decided on a case-by-case basis and in consultation with Academic Affairs.

~~5.10.3~~5.10.1 Any change to the length of the probationary period due to the transfer must be requested by the faculty member and approved by the chair of the new department, the dean of the new college/school, if applicable, and the provost.

5.11 Tenure Clock Stoppage

5.11.1 Upon request of a faculty member, the recommendations of the department chair and dean, and the approval of the Provost, the probationary period may be interrupted for a specified time when unplanned circumstances would justifiably prevent the faculty member from making progress toward tenure. Examples of such circumstances that may receive consideration include but are not limited to childbirth or adoption, military duty, or other extenuating medical, professional, or personal circumstances.

5.11.2 Upon learning of qualifying extenuating circumstances, faculty members should submit a written request to their department chair for tenure clock stoppage. The department chair sends the request and their recommendation to the dean for review. The dean forwards the request and their recommendation to the Provost. The Provost shall make their final decision and convey it in writing to the faculty member.

5.12 Request for Extension of the Probationary Period

5.12.1 Extensions to the probationary period for tenure, while granted when reasonable circumstances justify, are possible. If the faculty member requests an extension, they shall submit a letter requesting and justifying the extension to the department chair by March 15 of the fifth year of the probationary period. Extensions to the probationary period shall be approved or denied by the department chair, dean, and Provost by April 15 of the faculty member's fifth year of the probationary period.

5.12.2 Faculty members should submit a written request to their department chair for an extension through the university-approved systems. The department chair sends the request and their recommendation to the dean to review. The dean forwards the request and their recommendation to the Provost. The Provost shall make their final decision and convey it in writing to the faculty member.

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~~**5.13 Request for Reduction of the Probationary Period**~~

~~**5.13.1** Faculty who were awarded tenured or in tenure-track positions at accredited institutions previous to being hired on a tenure-track position at UVU may request a reduction of the probationary period. Faculty must provide evidence of teaching, scholarship/creative works, and service toward tenure at the previous institution. Evidence allowed must be determined in consultation with the department chair, dean and Provost or their designee.~~

~~**5.13.2** Faculty who were not previously awarded tenure and who were not previously in tenure-track positions at accredited institutions before being hired into a tenure-track position as UVU in rare cases, and when accompanied by evidence of extraordinary performance in teaching, scholarship/creative works, and service by the faculty member, the probationary period for tenure may be reduced if requested by the faculty member and approved by the RTP committee, department chair, dean, and Provost. Evidence must demonstrate sustained extraordinary work comparable to faculty who are completing their full probationary period.~~

~~**5.13.3**~~**5.12.3** ~~Faculty members should submit a written request for a reduction to their department chair with required evidence attached. The department chair sends the request and their recommendation to the dean to review. The dean forwards the request and their recommendation to the Provost. The Provost shall make the final decision and convey it in writing to the faculty member.~~

~~**5.14**~~**5.13 Administrative Appointments during the Tenure-Track Period**

~~**5.14.1**~~**5.13.1** A tenure-track faculty member shall normally retain probationary status, and their tenure clock will continue to run while serving in an administrative position within the University. In unusual circumstances, the faculty member's tenure clock may be stopped while serving in an administrative position, if approved by the dean and Provost.

~~**5.15**~~**5.14 Appeals**

~~**5.15.1**~~**5.14.1** A faculty member may appeal decisions relating to a denial of tenure or a non-renewal of appointment resulting from a midterm review according to the provisions and timelines outlined in UVU Policy 646 *Faculty Appeals for Retention, Tenure, and Promotion*.

Policy Office Draft

POLICY HISTORY		
Date of Last Formal Review: February 26, 2026		
Due Date of Next Review: February 26, 2031		
Date of Last Action	**Action Taken**	**Authorizing Entity**
June 10, 2017	Limited Scope changes, Regular policy process, approved.	UVU Board of Trustees
June 22, 2017	Revised policy approved	UVU Board of Trustees
April 29 2021	Revised policy with limited scope revisions approved.	UVU Board of Trustees
April 25, 2024	Compliance change, mandated by HB 438, Utah Legislature, approved	UVU President's Council
May 6, 2024	Compliance change ratified	UVU Board of Trustees
February 26, 2026	Policy revised under regular process.	UVU Board of Trustees
	Limited scope revisions approved via regular policy process.	UVU Board of Trustees

Policy Office Draft

POLICY 637 EXECUTIVE SUMMARY	
Policy Number and Title: 637 Faculty Tenure	
Date:	March 6, 2026
Sponsor:	Wayne Vaught
Steward(s):	Kat Brown
Policy Process:	Regular
Policy Action:	Revision—Limited Scope
Policy Office Editor:	Amanda Cooke
Embedded Attorney:	Cathy Jordan

Issues/Concerns (including fiscal, legal, and compliance impact):

This policy lacks clear guidance on when a faculty member may apply for tenure when the institution approves a reduction in the number of years in which a non-tenured faculty member is in a probationary period. This lack of clear guidance could lead to varied interpretations across colleges and potential inequities in the review process.

Suggested Changes:

We suggest specifying the timing and conditions under which an early tenure application may be submitted and including a visual representation such as a table.

We also suggest changing "observations" to "assessments" in the rest of 5.5.1.5 to more accurately describe what is required of the observer and to be consistent with what we had changed in previous revision of the policy.

Requested Approval from President's Council: Entrance to Stage 1

Proposed Drafting Committee: Kat Brown, Nizhone Meza, Amanda Cooke, Cathy Jordan, Daniel Horns, Hilary Hungerford, Evelyn Porter, Wioleta Fedeczko, Laurie Toro, Roxanne Brinkeroff, Jonathan Allred, and Eric Russell

Target Date for Stage 1 Draft to Enter Stage 2: 3/26/2026

Target Date for Board of Trustees Review: 6/18/2026