



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Tenure	DCA - III	15	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D - Personnel	Employment Practices: Term Contracts	DCA	08/26/2025

I. TENURE

“Tenure” is an entitlement granted faculty who have demonstrated academic excellence and drive for student success to continue in their academic position unless dismissed by the institution for good cause in accordance with the policies and procedures of the institution. Tenure is granted by the Board of Trustees upon the recommendation of the President and the Vice President of Instruction and Student Engagement Tenure is not a property-interest attributed to a faculty’s position beyond a faculty member’s continuing employment, including his or her regular annual salary and any privileges due by the faculty’s status at a tenured professor.

II. TENURE PROCESS

All faculty employed full-time by an annual contract fall into three categories (Full-time Temporary and part-time faculty are not covered by this procedure):

1. “Tenure-eligible faculty” are those faculty who receive a yearly contract but who have not been placed on the tenure track. They must be appointed on a full-time basis.
2. Tenure-track faculty” are those whose appointments lead to consideration for tenure. They must be appointed on a full-time basis.
3. Tenured faculty are faculty who have been granted tenure. They must be appointed on a full-time basis.

A. “Moving from Tenure Eligible” to “Tenure Track”

All new faculty will be hired under one year, tenure-eligible, renewable contracts, which may convert to the tenure track, excepting those hired as full-time, temporary faculty positions as indicated above. New faculty must complete a full year of instruction (the fall and spring semesters) of their year of hire before being eligible for conversion to the tenure track. During usual annual evaluative conferences in the spring of the first year,



the faculty member will discuss with the supervisor the tenure process and determine by the next fall semester whether they would like to be considered for candidacy for the tenure track.

After deciding to apply for tenure conversion, the applicant should submit the following items to the appropriate division chair/program director in the fall of the second year of employment or a subsequent fall semester:

1. Letter of Application
2. A narrative on their strengths and weaknesses based on the Evaluation Chart that consists of the following information:
 - a. Student evaluations
 - b. Student retention and/or completion rate
 - c. Class grade distribution
 - d. Collegiality as demonstrated by involvement in college activities, such as committees, student organizations, etc.
 - e. Professional Development Plan (PDP) accomplishments
 - f. Faculty Portfolio
 - g. Classroom/online course observation

3. Faculty Portfolio

After reviewing the candidate's application, the division chair/program director will forward the application to the dean, accompanied by the following items:

- a. A recommendation letter for the candidate to the dean.
- b. An evaluation of the candidate using the Evaluation Chart.
- c. Commentary to supplement the Evaluation Chart, elaborating on the reason(s) for various rankings.

Upon receipt of these materials from the division chair/program director, the dean will review the proposal, including supporting materials. The dean will then request feedback from all full-time faculty within the discipline/program of the faculty member applying for tenure track. The dean will then review the entire package and make a recommendation to the Tenure Conversion Committee. If the dean fails to approve the request, the process is halted for that faculty member for that year. Notification of approval or disapproval will be made in writing by the dean to the faculty member by November 1 with a copy to the division chair/program director. At the conclusion of the approval process, the dean will disseminate a list of faculty seeking tenure conversion and will solicit peer feedback from interested parties.



Tenure Conversion Committee will consist of three (3) tenured faculty from Workforce, three (3) tenured faculty from Arts and Sciences, and one (1) person from a non-instructional area of the college. The members will be elected by the Faculty Council and approved by the Vice President of Instruction and Student Engagement, with membership rotating through the different areas/programs in the divisions. For the sake of continuity, two (2) members from Workforce and one (1) member from Arts and Sciences will be nominated in even years and one (1) member from Workforce and two (2) members from Arts and Sciences will be nominated in odd years. Faculty serve a two-year term on the committee, whereas the person from the non-instructional area will serve a one-year term. Individuals rotating off of the committee are not eligible to immediately return to the committee.

The committee will evaluate proposals for converting faculty to tenure track using criteria which are currently part of the faculty evaluation process. An Evaluation Chart has been created to facilitate the process and to emphasize areas of particular importance. The committee may request that a dean or division chair/program director appear before them to address questions regarding a recommendation. The committee will make recommendations to the Vice President of Instruction and Student Engagement for faculty to be considered for the tenure track; there must be no more than one "No" vote for the faculty member to be recommended. The Tenure Conversion Committee would do most of its work during November to January and make recommendations to the Vice President of Instruction and Student Engagement by February 1 so that the full approval process is completed prior to contracts being issued for the subsequent year.

The Vice President of Instruction and Student Engagement must approve each request for conversion to the tenure track, and submit recommendations to the President no later than February 15. The President will then recommend the faculty to the Board of Trustees at their February meeting. Failure to receive this approval will halt the process for that faculty member for that academic year.

Once the decision has been made to place a faculty member on the tenure track, the requirements of the tenure-appointment process, as follows, will become effective during the ensuing five years following approval by the President and the Board of Trustees. Notification of approval or disapproval will be made in writing to the faculty member with copies to the dean and division chair by February 15. The "tenure track" would begin in fall of the third year of employment at the earliest.



Moving from “Tenure Track” to “Tenure”

At the end of year six of the process, the applicants will receive a letter from Vice President of Instruction and Student Engagement no later than September 1 with one of the following:

1. A letter inviting them to apply for “Final Tenure Review” the following fall semester.
2. A letter of Non-Tenure Reappointment. The person is not eligible for tenure, but may remain eligible to teach at MCC as a full-time temporary instructor depending upon the needs of the institution.
3. A letter of Non-Tenure Dismissal. The person is not eligible for tenure or reappointment after year 5 of 5 on tenure track.

If the person is invited to apply for “Final Tenure Review” and they agree, the following will be submitted to their division chair/program director by October 1: Letter of Application

During the period the faculty member is being evaluated for recommendation for tenure, an evaluation process to validate the tenure recommendation will be implemented. The evaluation process will be designed to ensure the faculty member functions competently and meets the required duties. The immediate supervisor (program director or division chair) is charged with the responsibility for the yearly evaluation of the faculty member.

If the faculty member is invited to apply for “Final Tenure Review” and agrees to proceed:

1. The faculty member will submit a letter of application to their division chair/program director by October 1 indicating their interest in the tenure position.
2. The division/program chair will review the letter, provide recommendations and forward the dean the applicant’s materials along with their recommendation by November 1.
3. The dean will inquire of the tenured faculty in the division/department to submit their evaluations concerning the applicant to the dean by December 1. If the division/department has less than five (5) tenured faculty members, then the dean will ask additional tenured faculty from other divisions for their evaluations. The dean



will thus have two sources of information about the applicant: (1) from the division chair/program director; (2) from the tenured faculty in the division.

4. The dean will forward the applicant's materials, the evaluations from tenured faculty, recommendations from the division chair/program director and their recommendations to the Vice President of Instruction and Student Engagement no later than July 15.
5. The Vice President of Instruction and Student Engagement will then make a recommendation to the President no later than August 1, who will then make a recommendation to the Board of Trustees.
6. The faculty members will be informed of their "Tenure" status approval no later than August 31.

If there is a dispute over the decision for non-reappointment during any year of the "tenure-track" process, a "petition for review for alleging inadequate consideration" can be filed with the Vice President of Instruction and Student Engagement and assigned to another dean.

III. POST-TENURE EVALUATION PROCESS

An annual comprehensive evaluation process is implemented to ensure the faculty member functions competently and meets the required duties. The immediate supervisor (program director or division chair) is charged with the responsibility for evaluation of the faculty member. If the faculty member's performance becomes questionable, the faculty member or the supervisor may seek intervention from the next level supervisor.

IV. FACULTY DISMISSALS

A. Tenure Eligible and Tenure Track Faculty:

The Institution is not required to give a tenure eligible faculty member or a tenure track faculty member a reason for a decision not to make a reappointment for another contract term. If there is a dispute over the decision for non-reappointment during any year of the "tenure-track" progress, see policies and administrative procedures related to Termination of Employment and Term Contracts: Nonrenewal. Each faculty member is entitled to see all of his or her personnel files and to obtain a copy of the information in these files at the expense of the person requesting it.



Notice of non-reappointment, or of intention not to reappoint a faculty member, shall be given in writing in accordance with the following schedule:

1. For tenure track faculty in each of their first four years of probationary service and tenure eligible faculty, notice of non-reappointment will be given typically no later than April 1 of each year.
2. For tenure track faculty in their fifth year of probationary service and for tenured faculty, notice of non-reappointment will be given no later than August 15 of the year preceding the non-reappointment.
3. Non-tenure track, tenure eligible, and tenured faculty have the responsibility of providing timely and adequate notice of intention to terminate employment. Faculty will make every effort to avoid terminating a position during an academic term.

B. Tenured Faculty:

Tenured faculty members may be dismissed only for good cause. Good cause for dismissal of a faculty member with tenure may include any of the following:

1. The faculty member has:
 - i. Exhibited professional incompetence.
 - ii. Continually or repeatedly failed to perform duties or meet professional responsibilities of the faculty member's position as documented by annual Faculty Evaluations.
 - iii. Failed to successfully complete any of their post-tenure professional development requirements.
 - iv. Engaged in unprofessional conduct that adversely affects the institution or the faculty member's performance of duties or meeting of responsibilities;
 - v. Engaged in conduct involving moral turpitude that adversely affects the institution or the faculty member's performance of duties or meeting of responsibilities;
 - vi. Violated laws or university system or institution policies substantially related to the performance of the faculty member's duties;
 - vii. Has been convicted of a crime affecting the fitness of the faculty member to engage in teaching, research, service, outreach, or administration;

- viii. Displays mental or physical disablement of a continuing nature adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the Institution, students or associates subject to federal law; or
 - ix. Falsified the faculty member's academic credentials.
2. There is actual financial exigency or the phasing out of the institution's programs requiring elimination of the faculty member's position (“Financial considerations” do not include cyclical or temporary variations in enrollment. They must reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by the discontinuance. There is actual financial exigency or the phasing out of the institution's programs requiring elimination of the faculty member's position.); or
3. There is other good cause as defined in the institution's policies.

C. Disciplinary Process:

A faculty member who is subject to revocation of tenure or other appropriate disciplinary action after a comprehensive performance evaluation that demonstrates the faculty member's, incompetency, neglect of duty, or other good cause is determined to be present; and for a faculty member who receives an unsatisfactory rating in any area of any evaluation conducted under this section, the evaluation process must be put on a short-term development plan that includes performance benchmarks for returning to satisfactory performance. If the faculty member fails to meet the performance benchmarks in the specified timeframe, they will be considered for a summary dismissal.

D. Tenured Faculty Dismissal Process

- a. Before summary dismissal, the designated administrators (President, Vice President of Instruction and Student Engagement), or their designee) will provide the faculty member with written notice of the allegations together with an explanation of the evidence supporting dismissal, directly and substantially, that speaks to the fitness of faculty members in their professional capacities, and an opportunity for the faculty member to respond to the allegations in a hearing with a designated administrator. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens
- b. The designated administrator will consider the faculty member's response and make a written determination of whether the institution will proceed with the summary

- dismissal of the faculty member;
- c. The designated administrator will promptly provide to the faculty member a copy of the designated administrator's written determination that:
 - i. clearly indicates whether the faculty member will be subject to summary dismissal; and
 - ii. either:
 1. includes the effective date of the dismissal and information regarding the faculty member's opportunity for a post-dismissal appeal, if the designated administrator's decision is in favor of summary dismissal; or
 2. states that the faculty member is not subject to summary dismissal, if the designated administrator's decision is against summary dismissal.
 - d. Following a designated administrator's written determination to summarily dismiss a faculty member, providing the faculty member with the opportunity for a post-dismissal appeal in accordance with the institution's policies and procedures.

E. Due Process Proceedings

Due process as set forth in this statement embodies a course of professional proceedings in line with rules and principles generally recognized in the academic community. Proper dismissal procedures, established in anticipation of their being needed, are essential to an effective tenure system.

In this Institution, these procedures include the following components:

- a. These dismissal procedures apply to a faculty member who has tenure, or whose term appointment has not expired, or who alleges a prima facie case of violation of academic freedom in the non-renewal of their contract. If the faculty member has tenure or an unexpired appointment extending beyond the period of the proposed dismissal, the burden of proof is upon the College to show good cause why they should be dismissed. If the faculty member does not have tenure, but contends that the non-renewal of their contract constitutes a violation of his or her academic freedom, the burden of proof is upon the faculty member.
- b. Due process carries with it the right of a tenured faculty member, or a faculty member with an unexpired term contract, or a faculty member who alleges a prima facie case of a violation of academic freedom in the non-renewal of their contract to a fair hearing before an elected committee of their peers. The following procedure shall be observed in this Institution:

Step 1: Personal Conference:

When a reason arises to question the fitness of a faculty member, the appropriate



administrative officers should discuss the matter with him or her in a personal conference. The matter may be terminated by mutual consent at this point; but, if an adjustment does not result, the faculty member can consult the Faculty Advisory Committee, for further guidance on how to proceed or request a formal hearing.

Step 2: Faculty Advisory Committee:

The Advisory Committee shall be a standing committee of three faculty members who can be called on to offer confidential advice to the President and/or the faculty member on a pending dismissal case.

The members shall be appointed by the President of the College from a panel of six elected annually by the faculty. Of the three persons initially appointed, one shall serve three years, one shall serve two years, and one shall serve one year. Thereafter, one member shall be appointed annually by the President of the College from a panel of three elected by the faculty, and shall serve for three years. Should a place on the committee become vacant prior to the expiration of a normal term, a replacement shall be appointed by the President of the College from a panel of three elected by the faculty and shall serve for the remainder of the unexpired term.

The Faculty Advisory Committee proceedings may be informal and flexible. The Committee shall make such inquiries as it deems necessary, offer confidential advice to the faculty member and the administration, and the committee may recommend to the President a hearing by the Hearing Committee.

Step 3: Hearing Committee: The Hearing Committee shall be an ad hoc committee of five members. These five members shall be chosen by lot from a panel of eight elected by the faculty. The Hearing Committee shall not include members of the Tenure Advisory Committee. Members can deem themselves disqualified for bias or interest and remove themselves from the case, either at the request of a party or on their own initiative. In cases involving tenured faculty, the Hearing Committee shall include only faculty members of tenured status. Each member shall be subject to challenge for cause.

If the faculty member requests a hearing, the President of the College shall send a letter informing the faculty member of the grounds for dismissal proceedings, and the date and place for the Hearing Committee meeting. The President's letter shall inform the faculty member of their procedural rights in the hearing. These shall include an advisor of faculty member's own choosing to act as counsel; a full stenographic record of proceedings; a transcript, which is to be made available to him/her and to the President; the right to question witnesses; the opportunity to be confronted by all witnesses adverse to him/her; and, if a witness cannot appear, the right to the name and statement of the



witness.

If the faculty member desires to continue with a hearing, he/she must notify the President of the College by registered mail within two weeks after receiving the President's statement of grounds of dismissal.

Suspension of a faculty member from his/her usual duties during the proceedings involving his/her dismissal is justified only if his/her welfare or that of the Institution or its students is threatened by his/her continuance. Any such suspension should be with pay and with provisions for appropriate duties whenever possible. The President of the College is the official with authority to suspend with pay.

In deliberating, the Committee shall allow oral arguments or written briefs by the President of the College or his/her representative, and by the faculty member or his/her representative. The hearing shall be closed unless the affected faculty member requests it to be open. The Committee shall make explicit findings with respect to each of the grounds for removal presented and shall recommend whether or not there is good cause for dismissal. The Committee's recommendation shall be conveyed in writing to the President of the College and to the faculty member.

Step 4: Board of Trustees: If the President determines to terminate the faculty member's appointment, the President will forward their recommendation with a full report of the Hearing Committee to the Board of Trustees. If the recommendation of the President for termination conflicts with the recommendation of the Hearing Committee, at the request of the faculty member, the Board of Trustees should review the case based on the record of the hearing, with opportunity for argument by the principals or their representatives. If the recommendations of the President and the Hearing Committee are in accord, the Board may choose to limit such review as it may make to a review of the record of the hearing. The decision of the Hearing Committee should either be sustained or the proceedings be returned to the President and to the Committee with objection specified. In the latter case, the Committee should promptly reconsider, taking into account the stated objections and receiving new evidence if directed to do so by the Board. It should frame its reconsidered recommendation and communicate it in the same manner as before. After review of the Hearing Committee's reconsideration, the Board of Trustees should render its own final written decision with a copy provided to each of the principals.



CODE OF PROFESSIONAL ETHICS **(Revised February 20, 1997)**

The McLennan Community College Board of Trustees endorses the Code of Professional Ethics adopted by the Texas Community College Teachers Association (Revised February 20, 1997) as described below:

The Professional Educator shall treat all persons with respect, dignity, and justice discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.

The Professional Educator shall strive to help each student realize his or her full potential as a learner and as a human being.

The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students, supporting free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.

- The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
- The Professional Educator shall make the most judicious and effective use of the college's time and resources.
- The Professional Educator shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.
- The Professional Educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.

- The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.
- The Professional Educator shall observe the policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.
- The Professional Educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.
- The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
- The Professional Educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
- The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

**In this Code the term "colleague" refers to all persons employed by colleges in the educational enterprise.*

**Flow Chart for Tenure – Hired “Tenure Eligible” New Hire
September 2023**

Year 1	Year 2	Year 2	Year 2	Year 2	Year 2	Year 2	Years: 3, 4, 5, 6	Year 7 (last year on <i>tenure track</i>)	Year 8 (beginning of academic year)
POLICIES AND PROCEDURES									
Faculty Appointment: <i>Tenure Eligible</i>	Faculty Appointment: <i>Tenure Eligible</i>	Faculty Appointment: <i>Tenure Eligible</i>	Faculty Appointment: <i>Tenure Eligible</i>	Faculty Appointment: <i>Tenure Eligible</i>	Faculty Appointment: <i>Tenure Eligible</i>	Faculty Appointment: Year 0 of 5 <i>Tenure Eligible</i>	Faculty Appointment: Years 1 of 5, 2 of 5, 3 of 5, and 4 of 5 on <i>Tenure Track</i>	Faculty Appointment: Year 5 of 5 on <i>Tenure Track</i>	Faculty Appointment: <i>Tenured Status</i>

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<p>"Tenure Eligible" status</p>	<p>Begin change for "Tenure Track" status in the fall semester</p> <p>NOTE: Must be employed at least one full academic year before becoming eligible to apply for Tenure Track Status.</p>	<p>Faculty to post the following items to SharePoint after contacting the VPISE's office:</p> <ol style="list-style-type: none"> 1. Letter of Application 2. Evaluation Chart and Narrative self-evaluation based on: <ul style="list-style-type: none"> -Classroom/ Online Observations -Student Evaluations -Grade Distributions -Student Retention -Collegiality: Committee Work, Volunteer Work for College, following College's Policies Procedures -Portfolio -Professional Development Plan and Accomplishments 3. Vitae 4. Teaching Philosophy 5. Grade Distribution and Retention 	<p>Division Chair/Director/Program Director to post the following items to SharePoint:</p> <ol style="list-style-type: none"> 1. Letter of Recommendation 2. Evaluation of applicant per completion of the Evaluation Chart 3. Commentary on the Evaluation Chart <p>By October 24</p>	<p>Dean</p> <p>If approved, Dean releases name of applicant to division faculty for comment.</p> <p>By Oct. 26 – 31</p> <p>Dean can say "No" and inform the faculty member in writing and a copy of the letter to Division Chair/Director/ Program Director by November 8.</p> <p>Dean to post the following items to SharePoint:</p> <ol style="list-style-type: none"> 1. Letter of Recommendation 2. Peer Feedback <p>By November 8</p>	<p>Tenure Conversion Committee</p> <p>reviews all materials and makes a recommendation to VPISE by February 1</p> <p>Two no votes from the Tenure Conversion Committee will stop the process and the VPISE will inform the faculty member in writing and a copy of the letter to Dean and Division Chair/ Director/Program Director by February 15.</p>	<p>VPISE</p> <p>The VPISE can say "No" and inform the faculty member in writing and copy of the letter to Dean and Division Chair/ Director/Program Director by February 15.</p> <p>Upon VPISE's approval, VPISE recommends to Pres. the Tenure Conversion Committee's recommendations for conversion from tenure eligible to tenure track by March 1.</p> <p>Upon President's approval, the President recommends to Board of Trustees in March the tenure conversion recommendations for their consideration of approval.</p> <p>VPISE informs applicant of approval for conversion by April 15 and copy of the letter to Dean and Division Chair/ Director/ Program Director.</p>	<p>4 - Year Span</p> <p>Applicant is evaluated by Division Chair/Director/ Program Director each year using the following criteria:</p> <ul style="list-style-type: none"> • Professional Development Plan and Accomplishments • Classroom/ Online Observations • Portfolio • Collegiality: Committee Work, Volunteer Work for College, following College's Policies Procedures • Student Evaluations • Grade Distributions • Student Retention <p>The Evaluation Chart used each year as a summary document for tracking tenure progress.</p> <p>During Years 1 of 5, 2 of 5, 3 of 5, and 4 of 5 on Tenure Track</p> <p>Notice of non-reappointment given no later than April 1.</p> <p>End of Year 4 of 5 on Tenure Track: 3 options</p> <ol style="list-style-type: none"> 1. Final Tenure Review: The applicant <u>will be</u> considered for tenure. <p>The VPISE will send a letter inviting them to apply for tenure the following fall semester (September).</p>	<p>2 Options:</p> <ol style="list-style-type: none"> 1. Applicant is in final year of "tenure track" (and evaluated as in years 3 - 6) <p><u>The process:</u></p> <ul style="list-style-type: none"> - Invited to apply for "Final Tenure Review" by letter from VPISE in the fall semester (September). -Instructor to post the following item in SharePoint for their Division Chair/ Director/Program Director by Oct. 24: <ul style="list-style-type: none"> • Application Letter - Division Chair/ Director/Program Director to evaluate applicant(s) and post their recommendation(s) in SharePoint for their Dean by November 8. -Dean releases name(s) of the applicant(s) to tenured faculty in their department/division; the tenured faculty to submit an evaluation on the applicant(s) to their Dean by December 1. -In April, VPISE sends an unofficial letter to employees completing the fifth <p>year on the tenure track with an explanation of the process.</p> <ul style="list-style-type: none"> - The Dean to post their recommendation in SharePoint to the VPISE by July 15. 	<p>Tenure is granted!</p>
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