

Effective: December 1, 2009

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**Administrative Policy**  
**RANK AND TENURE FOR PROVOSTS AND DEANS**

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**Approved:** December 1, 2009  
University President

This policy outlines processes to implement Article 7, Section H, "Academic Rank for Provosts and Academic Deans," and Article 15, "Tenure," Section I, of the 2007-2011 APSCUF Collective Bargaining Agreement (CBA).

**Definitions**

Appointment – The term "appointment" is inclusive of both initial appointments and reappointments.

Dean – The term "dean" is inclusive of the terms "Deans of Schools or Colleges" and "Graduate School Deans" in CBA Article 15.I.5, and "Academic Deans" in CBA Articles 7.H and 15.I.

**1. Procedure for Granting Academic Rank**

A. Incumbent Provost and Academic Deans

1. The president may grant academic rank to an incumbent provost or dean. The APSCUF-MU president and the department chairperson where the appointment is made shall be notified of the decision to grant academic rank.

B. Prospective or Newly Appointed Provost and Academic Deans

1. The search committee for the position of provost or dean shall forward to the president the curricula vitae of those candidates recommended for appointment.
2. After review of the candidate's curriculum vitae and consistent with CBA Article 7.H, the president may appoint a provost or dean with academic rank. The APSCUF-MU president and the department chairperson where the appointment is made shall be notified of the decision to grant academic rank.

## 2. Procedure for Granting Tenure

### A. Incumbent Provost and Deans

1. At his/her discretion, the president shall request the provost or dean to submit his/her curriculum vitae for review.
  - a. For a provost or dean who has not previously obtained tenure, the president may assign the provost or dean to an academic department with academic rank. If later transferred to the bargaining unit by the president, the individual would have probationary faculty status.
  - b. For a provost or dean who has previously obtained tenure at Millersville University or at another State System of Higher Education university, the president has sole reviewing authority and may grant tenure in the appropriate department.
  - c. For a provost or dean who has previously obtained tenure at a regionally accredited four year institution, the president will provide the curriculum vitae to the appropriate department for review by the full-time regular department faculty.
    - (1) The department shall provide its tenure recommendation to the president within fifteen (15) calendar days from receipt of the credentials.
    - (2) The president shall make the tenure decision after receipt of the department's recommendation.
2. The president shall notify the provost or dean of the decision to grant tenure. The APSCUF-MU president and the department chairperson shall also be notified of the decision to grant tenure.

### B. Prospective or Newly Appointed Provost and Deans

1. The search committee for the position of provost or dean shall forward to the president the curricula vitae of those candidates who have been recommended for appointment.
2.
  - a. For a candidate who has not previously obtained tenure, the president may assign the selected provost or dean candidate to an academic department with academic rank. If later transferred to the bargaining unit by the president, the individual would have probationary faculty status.
  - b. For the selected provost or dean candidate who has previously obtained tenure at Millersville University or at another State System of Higher Education university, the president has sole reviewing authority and may grant tenure in the appropriate department.
  - c. For the selected provost or dean candidate who has previously obtained tenure at a regionally accredited four year institution, the

president will provide the curriculum vitae to the appropriate department for review by the full-time regular department faculty.

(1) The department shall provide its tenure recommendation to the president within fifteen (15) calendar days from receipt of the curriculum vitae.

(2) The president shall make the tenure decision after receipt of the department's recommendation.

3. The president shall notify the provost or dean candidate of the decision to grant tenure in the appointment letter. The APSCUF-MU president and the appropriate department chairperson shall also be notified of the decision to grant tenure.

C. Per the CBA, Article 15.1.4, the President's decision to grant tenure to a provost or dean shall not be subject to the provisions of Article 5, GRIEVANCE PROCEDURE AND ARBITRATION.