

# Pre-sixth Year Non-renewals

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When a faculty member is not making satisfactory progress toward tenure, the annual report or the third-year evaluation may include a recommendation for non-renewal. When making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the end of the probationary period.

In accordance with NDSU Policy 350.3 (1.b), recommendations for non-renewal of probationary faculty members shall be initiated within the department and made prior to the final probationary year. Departments shall develop clear and specific procedures to initiate and guide the review process that may lead to a recommendation for non-renewal. However, a recommendation for non-renewal shall be based on a review process minimally including the chair and a departmental committee of tenured peers. A recommendation for non-renewal may be made if either the chair or the departmental committee deem the candidate not to be making satisfactory progress toward tenure. The chair/head of the department has the administrative responsibility to forward such a recommendation to the next level of review.

The following procedures apply once a decision to recommend non-renewal has been reached at the department level. The department chair/head of the academic unit shall first meet with the faculty member being considered for non-renewal to discuss the non-renewal recommendation. Prior to the meeting, the faculty member shall be provided with a written explanation ~~for~~ and documentation of reasons for this recommendation, based on department and college criteria for promotion and tenure and/or other appropriate reasons. Both the chair/head and the faculty member may each invite a third-party observer to be present at the meeting. Within three working days, the department chair/head shall summarize the meeting in writing and provide a copy to the faculty member. The faculty member shall have ten working days from receipt of the summary to respond in writing to the chair/head to the non-renewal recommendation.

The department's recommendation and supporting documentation, including the reviewed materials, the evaluations of the chair and the departmental committee, the summary report, the faculty member's response and supporting documentation (hereafter referred to as the "non-renewal file") shall then be forwarded to the Dean and the AHSS PTE Committee. The Dean and the PTE Committee will independently review and evaluate the complete non-renewal file and then prepare separate written evaluations with recommendations and an explanation of the basis for them. The evaluation must be based upon the process of the non-renewal and the substance of the non-renewal file. These evaluations, along with the non-renewal file, will be forwarded to the Provost/Vice President for Academic Affairs for recommendation to the President.

A copy of the AHSS PTE Committee evaluation shall be sent to the chair/head of the academic unit, the faculty member, and the Dean. The Dean shall send a copy of his or her evaluation to the chair/head of the academic unit, the faculty member, and the AHSS PTE committee.

Recommendations and any other materials collected as part of the evaluation process at the department, College, and University levels must be added to the non-renewal file before being sent forward to the next level of review.

At the time that any written materials are added to the non-renewal file, copies of the added material must be sent to the faculty member who shall, upon receipt of these materials, have ten working days to respond in writing.

The President makes the final decision and notifies the appropriate parties.