

POLICY

Full-time faculty of Ocean County College shall be awarded tenure in accordance with N.J.S.A. 18A:60-6 through N.J.S.A. 18A:60-15, and in accordance with N.J.A.C. 9A:7-3.1 through N.J.A.C. 9A:7-3.5.

Tenure may be awarded only to faculty members whose performance during their probationary period gives clear evidence of sustained and significant excellence in professional performance in each of the following criteria:

1. Teaching (or in the case of librarians and counselors, non-teaching assignments and evidence of professional effectiveness)
2. Service to students
3. Attendance at college-wide activities
4. Collegial/civil/constructive working relationships
5. Contribution to fulfillment of the college mission, including community outreach and involvement
6. Service to the college
7. Service to the academic school
8. Professional development
9. Research, publication, or other contributions to education, the teaching profession, or the instructor's discipline.

Tenure may be awarded only after presentation by the faculty member of positive evidence of sustained and significant excellence in professional performance in the criteria listed above and not because of the absence of evidence to the contrary.

The awarding or not awarding of a tenure contract is the sole prerogative of the Board of Trustees, within applicable laws and regulations. Nothing in the procedures shall be construed to limit or negate that prerogative.

ADOPTED: May 28, 1996
Revised: April 23, 2007
Revised: July 26, 2010
Revised: February 28, 2011
Revised: January 30, 2012
Revised: December 2, 2013

PROCEDURE

1. The Portfolio will be prepared by the faculty member. The portfolio must include the following:
 - a. Tenure application form, completed by the faculty member (**form #3115-1**)
 - b. Tenure recommendation form, completed by the Dean/ Supervisor (**form 3115-2**)
 - c. Copies of the evaluation summaries for the first eight semesters of employment
 - d. Copies of the results from all Student Reaction forms, including the multiple-choice summaries, student comments, and the Faculty-Dean Conference Summaries (#3125-6)
 - e. Copies of the Record of Observation(s) of Classroom Instruction (#3125-1) Classroom Observation forms for every semester of full-time employment for teaching faculty
 - f. If a required evaluation report(s) was not completed a written explanation by the Dean/Supervisor noting the reason will be included in the portfolio.
 - g. All Semi-Annual Non-Tenured Faculty Formal Evaluation Summaries
 - h. The Tenure Portfolio must address the performance criteria stated in Full-time Faculty Tenure Policy #3115 (**form 3115-3**)
 - i. Faculty members may include other pertinent data in the file, at their option.
 - j. Teaching faculty, counselors, and librarians may obtain the tenure application from the Office of the Vice President of Academic Affairs or the office of area Vice President.
 - k. Faculty members are responsible for having their completed portfolios in the office of the Vice President of Academic Affairs by the due date (see "Calendar", below.)
2. Tenure Committee - The committee will consist of four tenured Faculty appointed by the Faculty Association of Ocean County College (FAOCC) and five administrators appointed by the Vice President of Academic Affairs.
 - a. Each Faculty member of the committee must be from a different academic school.
 - b. Committee member will not vote on a candidate from his/her academic school.
 - c. An administrator appointee will chair the Committee. The Chairperson will participate in all committee discussions but may vote only to make or break a tie vote.
 - d. The Tenure Committee makes its recommendations, by majority vote, taken by secret ballot. The chair of the Tenure Committee forwards the committee recommendations to the Vice President of Academic Affairs. A tie vote constitutes a negative vote. The Committee Chair will announce the results to the committee at the time the vote is taken.

3. The Vice President of Academic Affairs (or the area Vice President) will review the applicants' tenure portfolio. The area Vice President will forward his/her recommendations to the Vice President of Academic Affairs. The Vice President of Academic Affairs will forward his/her recommendations, the area Vice President recommendations and the Tenure Committee's recommendations to the President.
4. The President will review the recommendations of the Tenure Committee, the Vice President of Academic Affairs, and the area Vice Presidents. The President will hold individual meetings with candidates not being recommended for tenure. During the meetings, the candidates will be informed of the reason(s) why they are not being recommended.
5. Calendar - The following calendar will be followed:
 - a. October 1:
Tenure Portfolios due in Office of Vice President of Academic Affairs.
 - b. October 2-31:
Tenure committee reviews portfolios and submits recommendations to Vice President of Academic Affairs
 - c. November 1:
The Vice President of Academic Affairs transmits his/her tenure recommendations, the area Vice President recommendations, and the Tenure Committee recommendations to the President.
 - d. November 2-18:
The President meets with candidates who were not recommended for tenure by the Tenure Committee, the Vice President of Academic Affairs (or the area Vice President) and reviews the recommendations.
 - e. November Board Meeting:
Vice President of Academic Affairs (and the area Vice President) and the President brief The Personnel Committee of the Board of Trustees on forthcoming tenure recommendations to be considered by the Board.
 - f. Before December Board Meeting:
President transmits his/her recommendations to Board of Trustees.
 - g. December Board Meeting:
Board of Trustees acts on awarding of 6th-year (tenure) contracts.

ADOPTED: May 29, 1996
Revised: April 25, 2000
Revised: November 21, 2000
Revised: April 29, 2003
Revised: April 23, 2007
Revised: March 1, 2011



APPLICATION FOR TENURE #3115-1

Name of Applicant: _____

Signature: _____ Date: _____

Highest Degree: _____ Date Awarded: _____

Date of Initial Appointment: _____



RECOMMENDATION FOR TENURE #3115-2

BY ACADEMIC SCHOOL DEAN
(For Teaching Faculty)

or

BY DIRECTOR OF COUNSELING and ADVISING
(For Counselors)

or

BY DIRECTOR OF LIBRARY
(For Librarians)



I recommend that _____ be awarded a sixth-year (tenure) contract.



I recommend that _____ not be awarded a sixth-year (tenure) contract.

Paragraph of support for the above recommendation.



FACULTY SUMMARY #3115-3

Faculty should present a summary of major accomplishments while at OCC.

Faculty should present evidence of excellence in teaching or in the case of librarians and counselors, evidence of excellence in the performance of his/her responsibilities.

The presentation should continue sequentially with evidence of reasonably high levels of:

1. professional growth and development,
2. service to the school,
3. service to the College,
4. service to education and/or the discipline, and;
5. service to students.

Definitions of these criteria may be found in the "Guidelines for Promotion," Board Policy #3118. Note...copies of the faculty member's Annual Record of Faculty Activity (#3125-2) may be attached to supplement this section.

Attach extra sheets as needed.