

MEMORANDUM

October 30, 1964

TO: Deans of the Academic Colleges

FROM: Thomas P. Lewis
Academic Assistant to the President

Several deans asked me to summarize the technical points made at yesterday's meeting. I took the liberty of doing so.

I have summarized below the matters settled at yesterday's meeting.

1. The new tenure policy does not affect persons presently having tenure appointments. These are:
 - a) Persons who have been recommended for tenure appointments and who have received favorable action by the Board of Trustees. Time served is immaterial.
 - b) Persons now at Assistant Professor rank or higher who have more than five years full-time service with this University at the rank of Instructor or higher. Tenure is indicated for this group by the 1960 regulation on tenure which created a five-year probationary period. This period was increased to six years in 1963 by the Board of Trustees, but the sixth year was to be a year of notice, making necessary a decision on tenure by the end of the fifth year.

If any dean has persons who seem to fit this category, but whose tenure status he questions for any reason, he should report the circumstances which raise the question.

Those persons who have tenure as a result of the 1960 regulation and who are presently at the rank of Assistant Professor should be reviewed for promotion to Associate Professor this year or during their third year as Assistant Professors. In those instances where the non-research title is fully appropriate, recommendation for promotion to a title in this series may be made. If promotion to Associate Professor or Lecturer is not justified, the individual will be retained as an Assistant Professor with tenure.

2. Persons without tenure can be grouped in two categories.
 - a) Those in their fifth year or less who have no experience elsewhere. The new tenure policy calls for review and a decision on tenure by the end of the sixth year of service. As soon as this list is prepared, these persons will be notified. It is thought that those who feel they are entitled to a decision by the end of their fifth year (at least those presently in their fifth year) could be reviewed early if their dean is willing to make a favorable recommendation. But, while promotion may not be coupled with tenure on this early review, review would