

1 **FAM, AAUP-AFT Proposal to Miami University**

2
3 **November 15, 2023**

4
5 **Promotion, Tenure, and Time**

6 1. Probationary Period

7 1.1. Definitions

8 1.1.1. All members of the faculty holding an appointment with a tenure-
9 eligible rank ordinarily serve a probationary period of six years at
10 Miami University. A person is usually considered for tenure in the
11 last year of the prescribed probationary period (year 6).

12 1.1.2. All members of the faculty holding a TCPL appointment at assistant
13 rank ordinarily serve a period of up to five years at Miami
14 University, being considered for promotion to associate rank in the
15 second-to-last year of this prescribed period (year 4); if not
16 promoted, they may reapply in the last year (year 5). This
17 promotion period is also referred to as a probationary period for the
18 purposes of this article.

19 1.2. In some circumstances, the President, upon recommendation of the
20 department, the department chair, the program director (when
21 appropriate), the Dean, and the Provost, may waive the probationary
22 period and recommend tenure for a person being appointed to the rank of
23 Associate Professor or Professor upon hiring.

24 1.3. For a person who begins Miami service after the start of an academic
25 year, the time counted toward the probationary period shall begin at the
26 start of the person's first full academic year of service.

27 1.4. After consultation with their department chair, department P&T committee,
28 and their dean, a faculty member may choose to waive part of their
29 probationary period and apply for tenure/promotion before the time
30 specified in Section 1.1.1/1.1.2 by notifying their chair in writing.

31 2. Credit towards probationary period

32 2.1. At the time of hiring a candidate into a tenure-eligible or TCPL position,
33 the candidate shall receive, if they so choose, up to three years credit
34 toward the probationary period to account for time previously served in a
35 full-time academic appointment, whether at Miami or another university.
36 Additional time may be credited by mutual agreement of the candidate, the
37 department chair, and the department P&T committee.

38 2.2. This credit must be noted in the original appointment letter.

- 39 2.3. However, at the request of the candidate this grant of credit or a portion
40 thereof shall be rescinded subsequently during the probationary period.
- 41 3. Extending the probationary period
- 42 3.1. A one-year extension of the probationary period shall be granted by the
43 Provost upon request of a probationary faculty member who (1) has or
44 shares primary responsibility for the care of an infant or a newly-adopted
45 child, parent in hospice, or a severely disabled family member; (2) faces
46 similar responsibilities caring for another person; or (3) has a serious
47 health condition. This requested extension shall be granted whether or not
48 sick leave, personal leave, or family and medical leave has been taken.
- 49 3.2. There may be other circumstances that require substantial amounts of
50 time or produce excessive stress that would justify extending the
51 probationary period for one year. Examples of such circumstances include
52 (but are not limited to): the disruption of research facilities, call to military
53 service, or extended jury duty.
- 54 3.3. Definitions and Scope
- 55 3.3.1. An extension of the probationary period refers to delaying the time
56 at which a faculty member is considered for tenure and/or
57 promotion (or reconsidered, in the case of a TCPL faculty member
58 not promoted the first time.) In other words, it refers to increasing
59 the numbers in definitions 1.1.1 and 1.1.2.
- 60 3.3.2. The extension of the probationary period for a Miami University
61 faculty member has no bearing on the tenure and/or promotion
62 decision other than in its timing. Expectations for tenure and/or
63 promotion for a probationary Miami University faculty member
64 granted an extension remain the same as expectations for a
65 probationary faculty member evaluated within the standard
66 probationary period. Any activity, including but not limited to
67 scholarly activity, accomplished by the probationary Miami
68 University faculty member during the sanctioned extension shall be
69 fully considered in the ensuing tenure and/or promotion review
70 process.
- 71 3.3.3. A prior leave of absence shall not preclude a faculty member from
72 requesting an extension to their probationary period.
- 73 3.3.4. A Miami University faculty member is eligible to request an
74 extension of the probationary period regardless of whether the
75 faculty member takes a formal leave of absence. If taking a leave of

- 76 absence, such a request to extend the probationary period may be
77 made regardless of whether it is a paid or unpaid leave of absence.
- 78 3.3.5. Each request to extend the probationary period shall be limited to
79 one academic year. Additional extensions may be requested or
80 granted, subject to the same process as described below.
- 81 3.3.6. Extensions may be requested at any point between the start of the
82 initial appointment and submission of the tenure/promotion dossier.
- 83 3.4. Process
- 84 3.4.1. In instances described in Section 3.1, the request for extension
85 should be made in writing by the faculty member to the Provost.
- 86 3.4.2. In other circumstances, such as those described in Section 3.2, the
87 request for extension of the probationary period should be made in
88 writing by the faculty member to the respective Chair/Director and
89 the Dean concurrently. The Dean shall consult with the faculty
90 member's Chair/Director to discuss the request and then forward a
91 recommendation to the Provost within five (5) business days of
92 receiving the request. The Dean's recommendation shall be based
93 on the circumstances surrounding the request, such as the
94 magnitude and duration of the actual or potential disruption to the
95 probationary faculty member.
- 96 3.4.3. The Provost shall approve the request if it meets criteria per section
97 3.1. For reasons listed in section 3.2, the Provost shall consider the
98 situation and the Dean's recommendation and decide on approval
99 accordingly.
- 100 3.4.4. Each written request may be accompanied by supporting letters,
101 legal notifications, documents, or certifications, as applicable or as
102 available.
- 103 3.4.5. Confidential medical records of the faculty member or of the faculty
104 member's immediate family member shall only be supplied to
105 Human Resources. Human Resources shall validate that a
106 legitimate request has been received.
- 107 3.4.6. In extraordinary circumstances, when the faculty member is
108 incapacitated by an event which would allow for an extension of the
109 tenure clock, the Chair/Director has the responsibility to act as
110 proxy and shall contact the Dean directly to make the request for an
111 extension of the probationary period.
- 112 3.4.7. The Provost shall notify the faculty member of the decision no later
113 than five (5) business days after receipt of the request to extend the

- 114 probationary period. A denial shall be in writing and include stated
115 reasons, with copies provided to the Dean, the faculty member's
116 Chair/Director, the faculty member, and FAM, AAUP-AFT.
- 117 3.4.8. The faculty member has the right to rebut in writing any denial of
118 extension and require a formal review of the decision by the
119 Provost (and by the Dean in the case of a negative
120 recommendation by the Dean as in Section 3.4.2.) Such a request
121 must be made within ten (10) business days of receipt of the
122 Provost's denial and statement of reasons.
- 123 3.4.9. Reconsideration shall be completed within ten (10) business days
124 of such a request, and shall include a second statement addressing
125 points raised in the faculty member's rebuttal of the original
126 statement, again with copies provided to the Dean, the faculty
127 member's Chair/Director, the faculty member, and FAM, AAUP-
128 AFT.
- 129 3.4.10. All communications as in Sections 3.4.7, 3.4.8, and 3.4.9 become
130 part of the faculty member's record. The faculty member may
131 choose to reference them and/or include them as an appendix in
132 their dossier for tenure/promotion.
- 133 3.5. Automatically approved extensions
- 134 3.5.1. In the event that the instances affecting the faculty member are one
135 or more of any Family and Medical Leave Act qualifying events
136 resulting in a leave of at least eight (8) weeks duration, or if the
137 faculty member has been called to active military duty or jury duty
138 for a single period of at least eight (8) weeks duration, then the
139 affected faculty member shall automatically be approved a one (1)
140 year extension of the probationary period for each such event
141 pending the filing of the required documentation.