Tenure Process 8/10–8/13

Hillsborough Community College

Frequently Asked Questions

Q: What is tenure?
A: Tenure is defined as a promise of continued employment in the absence of certain conditions, such as just cause for dismissal or return to annual contract status, retirement or reduction in force.

Q: When am I eligible?
A: A full-time regular faculty member will be considered for tenure during the spring term of his fourth year of service to the college.

Q: What is a tenure portfolio?
A: A tenure portfolio is a collection of documents containing regular professional self-assessment information, evidence of significant continuing contributions and/or participation in college or educational committees; community groups or projects; contributions to the profession and professional development activities.

Q: When do I apply for tenure?
A: By October 1 of the fall term of the candidate’s fourth year, the Application for Tenure and Authorization of Tenure Committee to Review Limited Access File must be submitted to the immediate supervising dean, the campus president, and the campus and college-wide tenure committee chairpersons.

Q: When do I turn in my portfolio?
A: By January 10 of the spring term of the fourth year, the faculty member must submit his tenure portfolio to the immediate supervising dean.

Q: How will I know if I received tenure?
A: Prior to the tenure list being presented to the Board, the campus president or his designee will provide written notice to the faculty member that his name is or is not being submitted to the May Board for tenure.

Important Dates

By May 1 of third contract year
  Faculty member notifies college of intent to apply for tenure during the fall term of his third year or the fall term of his fourth year.

October 1
  Tenure applications are due.

January 10
  Portfolios are due.

February 15
  Campus Tenure Committee makes recommendation to campus president.

March 15
  Campus president informs candidate in writing of intent not to renew for fourth year.

April 1
  College-wide Tenure Committee makes recommendation to vice president for academic affairs.

April 15
  Vice president makes recommendation to college president. College president recommends to the BOT.

May BOT
  Tenure approval.