



## Tenure Extension

### *Policy and Process Overview*

[Article IIIB](#) of the Illinois Community College Act provides the official policy on tenure for community colleges. City Colleges of Chicago (CCC) Tenure Assistance Program (TAP) is the five-semester process CCC has adopted following the state of IL tenure policy.

### *Tenure Extensions Policy Overview*

Section 3B-2 of Article IIIB of the Illinois Community College Act states the following:

*Any faculty member who has been employed in any district for a period of 3 consecutive school years shall enter upon tenure unless dismissed as hereinafter provided. However, A board may, at its option extend such period for one additional school year by giving the faculty member notice not later than 60 days before the end of the school year or term during the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Such notice must state the corrective actions which the faculty member should take to satisfactorily complete service requirements for tenure. The specific reasons for the one-year extension shall be confidential but shall be issued to the teacher upon request. The foregoing provision for a three-year period and optional one-year extension shall not be construed to interfere with or abrogate local board rules or contracts which now or hereafter may provide for a lesser period of service before entering upon tenure.*

In compliance with the above policy statement, CCC's practice for granting extensions since 2017 follows CCC contract renewals and tenure appointment Board schedule. Contract renewals and tenure appointments are Board approved twice a year in October (spring hires) and February (fall hires).

### *CCC Tenure Extension Practice*

#### **College Level**

- Tenure Track Faculty Member (TTFM) can have up to a year extension. However, this extension should NOT be used to delay the start of the TAP process. While TTFMS, per IL policy, has up to a year extension, extensions are commonly asked due to medical or other reasons that impact a TTFM teaching and other employment responsibilities.
- TTFMs can ask for a one-semester extension at a time (for example, if a spring hire would be submitting 1,3 or 5<sup>th</sup>-semester portfolio artifacts for contract renewal or tenure on the October Board, artifacts would be submitted in accordance to February Board TAP timelines if asking for a semester extension).

- TTFMs will make their one-semester extension request to their Dean. The request should be made following the local college's timeline for asking for an extension.
- Deans relay the request to the Vice President (VP) of Academic and Student Affairs. Once the VP signs off on the request per the local college's timelines and process for such request, the Dean informs the TTFM, Dept. Chair and TAP Leader(s): the VP has granted the extension. In this notification, the Dean, in partnership with the TAP Leader(s), must communicate the updated tenure timeline to the TTFM.
- During communication to the District Office's Department of Academic Affairs of tenure actions for the Board Report, College Presidents or their Tenure Assistant Program (TAP) Administrator designee (Vice President of Academic and Student Affairs) will notify of the extension.
- College Presidents or their Tenure Assistant Program (TAP) Administrator designee (Vice President of Academic and Student Affairs), when uploading the final tenure portfolio artifacts to the District Office via the TAP APP, will include an updated tenure timeline for the TTFM who received an extension that was communicated to the TTFM.

#### **District Office of Academic Affairs Level**

- Upon receiving communication from a College President or their Tenure Assistance Program (TAP) of granting a semester extension to a TTFM, the Executive Director of Academic Affairs or the Sr. Project Manager of Faculty Development will respond confirming the action has been noted.
- Executive Director of Academic Affairs or the Sr. Project Manager of Faculty Development will prepare the Draft Board Report for the one-semester extension.
- The Executive Director of Academic Affairs will share the draft Board Report with the Deputy Provost.