

Administrators with Rank and Tenure Policy

This policy ensures that faculty members who transition to an administrative position, hereby referenced by “Administrative Position” and later return to a faculty role do so under conditions that maintain their faculty status, rights, and benefits as if they had not left their faculty positions. At the same time, the policy protects the University’s interests by ensuring that such transitions are managed in a fair, consistent and fiscally responsible manner. This policy may be applicable to Executive and Administrative officers of the University, Senior Administrators, or Senior Management in the Academic Affairs area.

Rank

Marywood is willing to recognize or award rank to administrators according to the policy outlined below:

- If a Marywood faculty member moves to an Administrative Position, he/she will retain the academic rank attained at Marywood.
- If an administrator appointed is new to Marywood and he/she has never held rank in another college or university that is regionally accredited, appropriate rank may be awarded at Marywood provided the criteria for elevation to the rank at Marywood have been met in discipline associated with the profile of the University.
- If a newly appointed administrator has never held academic rank he/she may be appointed with the appropriate rank at Marywood. The administrator must demonstrate qualifications comparable to those held by faculty elevated to that rank at Marywood.
- Application for advancement in rank is made through the established University procedures.
- A Marywood University administrator is credited for advancement in rank with the time spent in administration.

Tenure

Marywood is willing to recognize or award tenure to administrators according to the policy outlined below:

- If a tenured Marywood faculty member moves to an Administrative Position, he/she will retain the tenure earned at Marywood.
- If an administrator is appointed and he/she has earned tenure as a faculty member and held tenure within five years in another college or university that is regionally accredited, tenure may be awarded at Marywood provided the criteria for tenure at Marywood have been met in a discipline associated with the profile of the University. Therefore, an external applicant must request consideration for tenure;

it may not be assumed. The President of the University, or the Chief Academic Officer, on behalf of the President, will consult with the Rank and Tenure Committee about the candidate's ability to meet the tenure requirements of Marywood University. Tenure is granted by the President of the University.

If a full-time, tenure-track faculty member is appointed to an Administrative Position before tenure has been granted, the tenure-track timeline shall be halted beginning with the effective date of the Administrative Position until the individual returns to faculty status, at which point the tenure-track timeline shall resume.

General Provisions

- If an administrator with tenure is discharged from the Administrative Position for cause, then that administrator will lose the opportunity to become a member of the faculty.
- An administrator with Faculty Status whose contract is not renewed or has decided to not extend his/her contract has the option of moving to faculty. The administrator should receive or provide sufficient notice that his/her contract will not be renewed as outlined in their appointment letter.
- The movement of an administrator to the full-time faculty must not negatively affect other tenured faculty, non-tenured faculty who hold tenure track appointments, or faculty who hold professor of practice appointments and who have been at Marywood for at least three years. Thus, it may be necessary for the University to create a new position or within reason to retrain the administrator for another University opening.
- Upon entering the full-time faculty, all former administrators are expected to meet the same standards and fulfill the same responsibilities as any other equivalent faculty member and are in all respects to be treated as any other full-time faculty member.
- Upon transitioning to a full-time faculty position, all academic administrators returning to faculty shall receive a base faculty salary equivalent to the established Salary Benchmark for the faculty position or their previous faculty salary plus all increments and equity adjustments for their rank as applied from the date of their entry into administration to the date of their re-entry into the full-time faculty before Administrative Service, whichever is greater.
- Upon transitioning to a full-time faculty position, all academic administrators may elect to take either one-half year or full-year study-leave based on their years of administrative service: those with one to three years of service may receive a one-

semester study-leave, while those with more than three years of service may receive a full-year study-leave. Study-leave for administrators transitioning to faculty will be paid at 100% of their new base faculty salary.

Policy History:

07/01/89 -Reaffirmed with publication of Faculty Manual.

01/15/05 -Revision approved by the Board of Trustees.

01/19/08 -Amended to reflect that decisions on rank and tenure are made by the President of the University.

06/10/09 -Revision approved by the President of the University as recommended by the Executive Committee of the Policy Committee of the University.

02/19/16 –Revised by adding clinical faculty approved by the President of the University as recommended by the Policy Committee of the University. 1

2/16/2024 -The President of the University approved nonmaterial revisions to reflect current titles, positions, colleges, departments, etc.

2/16/2026: The President of the University approved revisions recommended by the Academic Council at their January 14, 2026 meeting.