

## 2018-2019 Tenure and Promotion Procedures

Tenure is one of the most important decisions the College makes with regard to members of its instructional staff. In decisions regarding granting tenure, careful consideration is given to the needs of the College—for both the near future and the long run—as well as to the qualifications of the individual candidate. Candidates for tenure are expected to demonstrate qualifications of superior merit.

These procedures apply to candidates considered for tenure as well as those considered for tenure with concurrent promotion (typically to Associate Professor). If a candidate for tenure is being considered with concurrent promotion, at each step of the process, separate votes are held for tenure and promotion.

These procedures are meant to be a framework permitting flexibility within which the various decision-making processes related to tenure and promotion are made. It is assumed at every stage in the process that decisions will be based upon extensive review of all pertinent information, consultation with appropriate persons, and sufficient deliberation so as to arrive at a just and appropriate determination. (Procedural items included in the CUNY Board of Trustees Bylaws, the Professional Staff Congress/CUNY Agreement, and the Statement of the Board of Higher Education on Academic Personnel Practice in CUNY have not been reproduced.)

Faculty Tenure and Tenure with Concurrent Promotion packets must be submitted in the following order in one complete PDF file on a USB drive and two (2) hard copies:

1. Department P&B vote memo
2. Divisional P&B vote memo
2. Candidate's Hunter format C.V.
3. Peer Observations (current and prior years)
4. Student Evaluations (current and prior years)
5. Chair's Report
6. Letters of concern (initialed)
7. Response to Letters of concern (if any)
8. Any other written guidance to the candidate
9. Annual Evaluations (current and prior years)
10. Outside External evaluators Letters (on letterhead)
11. External evaluators C.V.s
12. Dean's Running Notes (hard copy only)
13. Appointment letter (hard copy only) – signed by Chair and Dean
14. Personnel Action Form (PAF) (hard copy only), signed by Chair and Dean
15. [Green Forms](#) (Hard copy only) (For CLTs who are coming up for ONLY Promotion), signed by Chair

## **I. Consideration of Candidates by Departments**

Consideration by departments should begin by **March 6, 2018**. The Department Personnel and Budget Committee shall consider all members of the department who are eligible for tenure: i.e., all persons for whom the next reappointment must be made with tenure. Consideration should begin no later than the spring of the candidate's 6<sup>th</sup> year.

The Department Personnel and Budget shall also consider those eligible for early tenure under Board of Trustees Bylaws (i.e., early tenure is described in the Bylaws, "...when for a very substantial reason the college would be well served by such early grant of tenure..." and Hunter's Early Tenure Process). Candidates for early tenure can withdraw at any point in the process.

- a. **Preliminary Promotion Review for candidates for tenure with concurrent promotion.** The Department Personnel and Budget Committee shall conduct a preliminary review of all candidates for tenure with concurrent promotion and determine, by secret ballot, those candidates who are to be considered for concurrent promotion. All candidates should be notified within three (3) days of the results of this vote. Candidates who receive a negative decision may withdraw their candidacy for concurrent promotion at this time. Withdrawals must be submitted in writing to the Department Chair. Candidates who do not withdraw move forward to a full review by the Department P&B. The School Dean shall be notified in writing of these decisions.
- b. **Review Packet.** The candidate and Departmental Chair shall prepare a tenure (or tenure and promotion) review packet for outside evaluators. Minimally, the packet should include a curriculum vitae, publications and scholarly/creative work, and the candidate's statement about his/her research program and future plans. At the request of a candidate, in consultation with the department chair, a teaching statement and/or summary of student evaluations and other materials may be included.
- c. **External Letters.** Department Personnel and Budget Committee recommendations for tenure and promotion must be supported by recent outside evaluations (from persons not affiliated with Hunter College), in writing, concerning the candidate's professional achievement and promise. These external letters are confidential and must be maintained in the candidate's closed file. It is understood that the definition of professional achievement varies among the disciplines.

The Department Personnel and Budget Committee shall compile a list of outside evaluators from which ***at least four evaluators shall be obtained for candidates being considered only for tenure or for tenure and concurrent promotion to Associate Professor. At least six evaluations shall be obtained for candidates for tenure with concurrent promotion to Full Professor.***

Candidates shall be invited to suggest names of appropriate persons. The final determination of outside evaluators, however, shall be the responsibility of the Department P&B Committee. Chairs are urged to discuss the proposed list of evaluators with their Deans. The final list of outside evaluators shall be submitted to the School Dean, indicating to the Dean which evaluators were suggested by the candidate and which evaluators were suggested by the Department P&B. This list is submitted for information only.

***If the candidate is being considered for tenure with concurrent promotion,*** external evaluators must be told that the letters are to be used for both purposes and the evaluators must address both processes.

***If the candidate is only being considered for tenure,*** outside evaluations already obtained in connection with a previous promotion consideration ***may be*** used for tenure if the letters were solicited explicitly for both purposes and if the tenure and promotion processes commence in any two consecutive academic years. Alternately, the department may solicit new letters for the tenure process.

The mandate for outside evaluations does not preclude additional supporting materials.

The School Personnel and Budget Committee shall ensure that consistent and rigorous standards are followed by departments in the procedures for outside evaluation.

**Tenure (or tenure and promotion) review packets are to be sent to outside evaluators no sooner than May 1, 2018, with a return deadline no later than August 26, 2018.**

***Note:*** *Tenure (or tenure and promotion) review packets for candidates in Academic Year 2019 - 2020 should be sent to outside evaluators no sooner than May 1, 2019, with a return deadline no later than August 25, 2019.*

- d. ***Interview.*** An interview with the Department Personnel and Budget Committee is optional. It may be requested by the candidate or by the committee. The Department Chair shall advise each candidate, in writing, of her/his right to request an interview. Refusal of an interview by the candidate shall be made in writing. Such refusal shall not be prejudicial to the candidate. If a candidate wishes to be interviewed, s/he must be available for the interview in a reasonable timeframe given the demands and schedule of the Department P&B.
- e. ***Department Review and Vote.*** By **September 5, 2018**, the Department Personnel and Budget Committee shall review the complete record of all candidates, in accordance with Article 18 of the PSC/CUNY Agreement, as well as current and projected department needs. The complete record consists of: a

curriculum vitae in Hunter College format, the tenure (or tenure and promotion) review packet, letters from outside evaluators, peer and annual evaluations, observation reports, student evaluations and other appropriate materials.

***If the candidate is being considered for tenure with concurrent promotion,*** the Department Personnel and Budget Committee shall hold two secret ballot votes: one to determine whether the candidate will be recommended for tenure, and one to determine whether the candidate will be recommended for promotion.

***If the candidate is only being considered for tenure,*** the Department Personnel and Budget Committee shall vote by secret ballot to determine whether the candidate will be recommended for tenure.

- f. ***Dean and Candidate Notification.*** The recommendations of the Department P&B Committee and the tenure (or tenure and promotion) review packet, letters from outside evaluators, peer and annual evaluations, observation reports, student evaluations, the Chair's report for each candidate, and any other written guidance initiated by the candidate shall be **submitted to the School Dean by September 5, 2018**. The School of Social Work's recommendations shall also be submitted by **September 5, 2018** to the SSW Graduate Committee.

At the same time that the determination of the Department Personnel and Budget Committee is submitted to the School, the Chair shall notify all candidates, in writing, of the recommendation of the Department's P&B.

**A candidate not recommended for tenure by the Department Personnel and Budget Committee** shall be advised by the Chair that her/his non-recommendation will automatically go forward for consideration to the School Personnel and Budget Committee unless the candidate withdraws from consideration by giving timely written notice to the Department Chair or Dean. If a candidate wishes to resign, the department should notify the College's labor designee in a timely manner. ***Any such withdrawal from tenure consideration must include a resignation*** with an effective date not later than the end of the last year for which a reappointment has already been made. Withdrawal from tenure consideration will be irrevocable and permanent and shall not entitle the candidate to consideration in a later year.

**A candidate not recommended for promotion by the Department Personnel and Budget Committee** shall be promptly advised by the Chair of her/his non-recommendation. A candidate who is not recommended may withdraw his/her candidacy for promotion in writing to the Department chair. Candidates who do not withdraw move forward to review by Division or School.

## II. Consideration of Candidates by Schools and Ancillary Units

**Note:** In the School of Arts and Sciences, the term School P&B refers to each of the three P&Bs representing the divisions comprising the School (i.e., Arts and Humanities; Sciences and Mathematics, Social Sciences). In the Schools of the Health Professions, the School P&B refers to the Divisional-wide P&B.

- a. **Interview.** An interview before the School Personnel and Budget Committee is optional. It may be requested by the candidate or by the committee. The School Dean shall notify each candidate, in writing, of her/his right to request an interview. Refusal of an interview by the candidate shall be made in writing. Such refusal shall not be prejudicial to the candidate. If a candidate wishes to be interviewed, s/he must be available for the interview in a reasonable time-frame given the demands and schedule of the School P&B.
- b. **School/Division Review and Vote.** By **September 27, 2018**, the School Personnel and Budget Committee shall review the complete file of all candidates for tenure or tenure with concurrent promotion and vote on the submitted candidacies. In addition to the materials indicated above (in I.f.), at this stage, the complete file should include the Dean's written review.

***If the candidate is being considered for tenure with concurrent promotion,*** the School Personnel and Budget Committee shall hold two secret ballot votes: one to determine whether the candidate will be recommended for tenure to the President and the Provost, and one to determine whether the candidate will be recommended for promotion to the President and the Provost.

***If the candidate is only being considered for tenure,*** the School Personnel and Budget Committee shall by secret ballot determine candidates to be recommended for tenure to the President and the Provost.

- c. **President and Provost Notification.** The School Dean by **September 27, 2018**, submits to the President and Provost, in writing, the names of all candidates recommended for tenure or tenure and concurrent promotion and those not recommended for tenure and/or promotion. Two copies hardcopies and one USB drive of the entire tenure (or tenure and promotion) packages are submitted to the Provost's Office (with materials submitted in the manner and order indicated above). Candidates' publications are submitted to the Library Archives.

***Candidates for tenure and concurrent promotion who are not recommended for promotion by the School P&B*** should be notified within three (3) business days, in writing, by their Deans. Candidates so notified may withdraw their candidacy for promotion at this time by written notification to the School Dean.

Candidates who do not withdraw move forward to review by the Faculty Personnel and Budget Committee (FP&B).

**III. Consideration of Candidates by the Faculty Personnel and Budget Committee (FP&B)**

- a. ***President's Report. By October 9, 2018***, the President shall present to the Faculty Personnel and Budget Committee the names of all candidates recommended for tenure or tenure and concurrent promotion and those not recommended for tenure and/or promotion by the School. The President shall charge the Appeals Committee of the FP&B (formerly the Tenure Appeals Committee) to review the cases of those not recommended for tenure ("appellants") and report to the FP&B within two weeks. The Appeals Subcommittee shall review the complete file of each appellant.
- i. ***Candidate Notification.*** Upon distribution of the list of candidates for tenure and tenure with concurrent promotion to the Faculty Personnel and Budget Committee, the Department Chair shall promptly notify all candidates in her/his department, in writing, as to whether or not they have been recommended for tenure and/or promotion.

b. **Consideration by the FP&B Appeals Committee**

- i. ***FP&B Appeals Committee Review and Report. By October 23, 2018*** the FP&B Appeals Committee shall review the complete files of all candidates not recommended for tenure by the School and report their findings to the Faculty Personnel and Budget Committee.
- ii. ***FP&B Vote.*** The Faculty Personnel and Budget Committee shall determine by secret ballot whether or not to accept the candidacy of appellants for tenure.

The names of appellants whose candidacy is accepted by the Faculty Personnel and Budget Committee shall be added to the list of candidates to be considered for tenure.

Appellants whose candidacy is not accepted by the Faculty Personnel and Budget Committee shall promptly be notified by the President, in writing, of that action.

- iii. ***Appeals.*** After receipt of notification from the President, a candidate not recommended for tenure may appeal to the President by giving written notice of the appeal to the President within 10 days of receipt of notice of the College FP&B's decision not to consider the candidacy.

c. **FP&B Vote on Tenure and Tenure with Concurrent Promotion**

- i. *FP&B Review and Vote.* On **November 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> and (if necessary) December 1, 2018** the Faculty Personnel and Budget Committee shall review all candidates for tenure or tenure with concurrent promotion and shall vote on the submitted candidacies.

***If the candidate is being considered for tenure with concurrent promotion,*** the Faculty Personnel and Budget Committee shall hold two secret ballot votes: one to determine whether to recommend that the candidate be forwarded by the President to the Board of Trustees for tenure, and one to determine whether to recommend that the candidate be forwarded by the President to the Board of Trustees for promotion.

***If the candidate is only being considered for tenure,*** the Faculty Personnel and Budget Committee shall, by secret, vote to determine whether to recommend that the candidate be forwarded by the President to the Board of Trustees for tenure.

- ii. *Candidate Notification.* The Department Chair shall promptly notify in writing each candidate in her/his department of the FP&B's recommendation(s).

A candidate who has not been recommended for tenure and/or promotion by the Faculty Personnel and Budget Committee shall promptly be notified by the President, in writing, of that/those action(s).

- iii. *Appeals.* After receipt of notification from the President, candidates not recommended for tenure and/or promotion may appeal to the President by giving written notice of the appeal to the President within 10 days of receipt of notice of the College FP&B's decision not to recommend tenure and/or promotion.

IV. **Consideration by the President**

- a. ***The President's Review.*** The President shall review all candidates recommended by the FP&B for tenure or tenure and concurrent promotion. In accordance with established procedures, the President has the right not to forward candidates recommended by the FP&B for tenure and/or promotion to the Board of Trustees.
- b. ***Candidate Notification.*** The President shall promptly notify Department Chairs and School Deans, in writing, of the names of candidates she intends to forward to the Board of Trustees for tenure and/or promotion. Candidates will be promptly informed of the President's decision by their Department Chair or School Dean.

If the President decides not to forward a candidate's name to the Board of Trustees for tenure and/or promotion, the candidate must be notified by the President, in writing, of that decision.

- c. ***Appeals.*** If the President does not recommend a candidate for tenure and/or promotion, the candidate may appeal to the President for reconsideration, in writing, within 10 days of the date of the notice of the President's decision not to recommend tenure and/or promotion.

**Note:** Dates included in this document are intended as a guide and may vary. This document will be updated to reflect date changes, should they occur. The most up-to-date version of this document may be downloaded from the Provost's website at <http://www.hunter.cuny.edu/provost/reports-policies/procedures>.

The process for tenure and promotion for 2019 -2020 will commence in the spring of 2019. The calendar for that process will be published in January 2019.



## Sample Notifications of Non-Reappointment of Department and Divisional P&B Levels

### NOTIFICATION OF DEPARTMENT NON-REAPPOINTMENT

Date—  
must be **received** prior to Dec 1]

#### **BY REGULAR AND CERTIFIED MAIL AND EMAIL**

[NAME]

[ADDRESS]

Dear Professor \_\_\_\_\_,

I am writing to advise you that the Personnel and Budget Committee of the School of \_\_\_\_\_ has voted not to recommend you for \_\_\_ year reappointment. Accordingly, your current appointment at Hunter College will expire on August 31, [\_\_\_\_\_].

Sincerely,

Dean

Cc: Lon S. Kaufman, Provost and Vice President for Academic Affairs  
[Dept. Chair]  
Laura Hertzog, Special Counsel to the President & Dean of Faculty and Staff Relations

## NOTIFICATION OF DIVISIONAL/SCHOOL NON-REAPPOINTMENT

Date—  
must be **received** prior to Dec 1]

**BY REGULAR AND CERTIFIED MAIL AND EMAIL**

[NAME]

[ADDRESS]

Dear Professor \_\_\_\_\_,

I am writing to advise you that the Personnel and Budget Committee of the [SCHOOL OR DIVISION NAME] has considered your appeal, and has voted not to recommend you for reappointment. Accordingly, your current appointment at Hunter College will expire on August 31, [\_\_\_\_\_].

You have the right to appeal this decision to the President within 10 days of your receipt of this notification. Your appeal must be in writing.

Sincerely,

Dean

Cc: Jennifer J. Raab, President  
Lon S. Kaufman, Provost and Vice President for Academic Affairs  
[Dept. Chair]  
Laura Hertzog, Special Counsel to the President & Dean of Faculty and Staff Relations