

The City College  
of New York

POLICIES AND GUIDELINES  
FOR  
REAPPOINTMENT, TENURE, AND PROMOTION

*OFFICE OF THE PROVOST*

\*

*OFFICE OF THE EXECUTIVE COUNSEL TO THE  
PRESIDENT*

**Revised: December 2023** (pdf. page 14)

## **DISCLAIMER**

This document is intended to provide information and clarification on practices and procedures concerning certain personnel matters, in order to assist deans, department chairpersons, secretaries, and support staff. It does not supersede City University of New York Bylaws, University and College policies, the PSC/CUNY collective bargaining agreement, or applicable law. Nor does this document grant rights or entitlements in any manner not provided by the above-cited documents.

**POLICIES AND GUIDELINES  
FOR  
REAPPOINTMENT, TENURE, AND PROMOTION**

**Table of Contents**

<b>1.</b>	<b>Policies and Guidelines for Reappointment, Tenure, and Promotion</b>	<b>1</b>
<b>2.</b>	<b>City College Process for Reappointment, Promotion, Tenure, and CCE</b>	<b>2</b>
<b>3.</b>	<b>Guidelines for Preparing the Curriculum Vitae</b>	<b>3</b>
<b>4.</b>	<b>Sample Letters of Solicitation for External Reviews</b>	<b>10</b>
<b>5.</b>	<b>Curriculum Vitae City College Cover Sheet</b>	<b>13</b>
<b>6.</b>	<b>Curriculum Vitae</b>	<b>14</b>
<b>7.</b>	<b>Procedures for Tenure, CCE, and Early Tenure</b>	<b>18</b>
<b>8.</b>	<b>Procedures for Promotion</b>	<b>23</b>
<b>9.</b>	<b>Sample Letters for Notification to Faculty of Positive and Negative Recommendations by Personnel Committees</b>	<b>28</b>

**Appendix: Statement of the Board of Higher Education on Academic Personnel Practice  
in the City University of New York**

**POLICIES AND GUIDELINES FOR REAPPOINTMENT, TENURE AND PROMOTION**

The guidelines for reappointment, tenure and promotion are set by the “Statement of the Board of Higher Education<sup>1</sup> on Academic Personnel Practice in the City University of New York” (adopted September 22, 1975), which is appended to this document. Note that the tenure clock was five years when this policy was adopted; as part of the 2002-2007 PSC-CUNY contract settlement, the untenured period for professorial titles increased to seven years.

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<sup>1</sup> The Board of Higher Education was the predecessor to the Board of Trustees of the City University of New York.

## **CITY COLLEGE PROCESS FOR REAPPOINTMENT, PROMOTION, TENURE & CCE**

Consideration for tenure or Certificate of Continuous Employment (“CCE”) is provided for in the Bylaws of the CUNY Board of Trustees. For these actions and for reappointments, there are no department screenings.

The recommendation of early tenure is a special action and involves additional steps, including a first and second screening at the department level and subsequent review by the University, if recommended by the President. Consideration for promotion after tenure (for example from tenured Associate Professor to Full Professor) also requires a first and second screening. An abbreviated vitae (CCNY CV Parts 1-12) may be used for first screenings. However, a signed, completed vitae (minus the Chair’s Report) shall be available at the time of the second screening.

All promotion, tenure and CCE actions require a signed completed vitae at the time of final review, and no additional materials may be submitted afterward for consideration by subsequent reviewing bodies, including letters of evaluation received after the vote has been taken. Should new information be deemed important or useful, all material may be returned to the initial reviewing bodies for reconsideration.

Candidates<sup>2</sup> may submit up to six (6) referees. In addition, a Department list developed by an Advisory Panel may propose at least six (6) referees. All referees, those proposed by the candidate as well as those proposed by the Advisory Panel, shall be solicited in writing for an evaluation (see Sample Letter of Solicitation for Tenure and Promotion included herein on p.10). Vitae should not be considered until a minimum of six (6) solicited evaluations (at least three from the candidate’s list and three from the Advisory Panel’s [Department’s] list) have been received. Therefore, a reasonable amount of time (three to four weeks) should be allotted between the date of request and the scheduling of the second screening.

For all personnel actions, the Chair's Report, the Evaluators (identified as either "Candidate's List" or "Department's List," or both), and the Student Evaluations must appear on separate pages in the CV. Persons serving on the Candidate's Advisory Panel must be identified on the page listing his/her referees.

Positive recommendations (and appeals) forwarded to the divisional P&B and Review Committee for consideration must be accompanied by the information and materials described herein. Curricula vitae that are forwarded to the divisional P&B and Review Committee, as well as positive recommendations (and appeals) that are not in compliance with the requirements stated herein, shall be returned to the Academic Dean or Department Chairperson and will not be presented to the Review Committee for action.

Should you have any questions concerning the matters covered herein, please call the Office of the Provost at extension 6850, or the Office of the Executive Counsel to the President at extension 8276.

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<sup>2</sup> No external letters of evaluation are required for Lecturers or College Laboratory Technician.

**GUIDELINES FOR PREPARING THE CCNY CURRICULUM VITAE (TO BE USED  
FOR PROMOTION, TENURE, AND CCE)**

For more information on the electronic presentation of tenure, CCE and promotion dossiers, see the “CCNY Review Committee Formatting Guidelines for Tenure/CCE/Promotion Dossiers” which can be found on the Academic Affairs web site.

**I. GENERAL CONSIDERATIONS**

**A. CITY COLLEGE REQUIREMENTS** -- The items listed below must be submitted for use by the College. It is understood that not all of items 2-7 below will pertain to everyone.

1. The cover sheet – including the date of preparation and/or revision and signature indicating final review of the document.<sup>3</sup>
2. Current research and creative activities (last seven years or, for candidates who already have tenure, since the last promotion).
  - a. Only articles and books that have been published or accepted for publication should be grouped as follows:
    - (1) Books: co-authors (if any), indication of the candidate’s role or percentage contribution, title, publisher and date. If a book is under consideration or under contract with a publisher, relevant supporting documentation must be supplied.
    - (2) Refereed articles: co-authors, title, journal title, volume, page numbers and date, with role or percentage of effort as for books.
    - (3) Book chapters: book title, editor(s), publisher, date and page number(s) of chapter. If co-authored, role should be indicated. The nature of the book should be specified (e.g., part of a series in which editors invite contributions, a symposium proceeding, etc.).
    - (4) Book reviews or articles that assess others’ work.
    - (5) Invited presentations, listing the institution or organization and, if appropriate, symposium or meeting title.
    - (6) Other articles or contributed presentations.
    - (7) Research grants and contracts, with the candidate’s role and percentage of contribution, sponsoring organization, grant or contract title, and amount of award and period.

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<sup>3</sup> The prior Part II of the CV coversheet was removed in 2019 as full minutes of all pertinent votes are included in the tenure/promotion file and/or the candidate’s administrative file.

- (8) Review panels, editorial panels and/or agencies, journals or presses for whom the candidate is a reviewer.

b. Creative works should include:

- (1) Description of works to be evaluated by external reviewers, if appropriate.
- (2) Venues of public displays or performances, including the nature of the venue (e.g., invited, juried, selected competitively, as appropriate, with a description of procedures for selection), sponsoring organizations and/or other relevant information that will provide perspective on the relative stature of the venue.
- (3) Critical reviews, with authors, publication titles and dates.
- (4) Articles or feature write-ups referring to the work, with authors, publication titles and dates.
- (5) Grants and contracts, with role and/or percentage of contribution, sponsoring organization, grant or contract title, amount of award and period.

3. A section describing instructional activities as follows:

For all faculty:

- (1) student evaluations and peer observations, every semester for which they are available;
- (2) when appropriate, description of innovative instructional activities, assessment of instruction and student learning, and dissemination (included in Appendix I);
- (3) annual lists of mentees and descriptions of mentored projects and student advising activities, including graduate students, as appropriate.

4. A section on service to the College, profession, or discipline and/or community.

a. College, University, and professional service, which should include:

- (1) roles such as department chair, faculty governance officer, task force participant, and departmental, College, or University committees;
- (2) activities outside the College or University on accrediting or licensing boards, professional bodies concerned with education, or contributions to the public arena that benefit directly from professional expertise; and
- (3) description of improvements to or accomplishments of the unit, committee, or other group that derive from the candidate's personal activity.

b. College service should be differentiated by origin of the committee or other activity

(e.g., college-wide, school, departmental, etc.). Chair positions should be indicated, as well as significant reports generated. If the activity was supported through released time, it should be noted.

- c. Only those community activities that relate to the professional standing of the candidate should be included.
5. Professional practice and professional service, which should include:
- a. description of applications of faculty member's expertise to the solution of technical, economic, educational, or other societal needs and issues;
  - b. venues in which these applications have been disseminated, including the nature of the audiences reached;
  - c. documented evidence of impact of the work in terms of changes in professional practice or improved implementation of procedures or processes in the delivery of the profession's services; and/or
  - d. leadership roles within the profession and documented impact of these activities.
6. Scholarly work and service performed since the most recent positive personnel action should be clearly identified. This may be most easily accomplished by noting with an asterisk (\*) those items which may be in Sections I.A.6, I.B.3, and/or I.B.4, if the most recent positive action was more than seven (7) years ago.
7. A summary of the information in sections I.A.2-6 for the previous seven (7) years or, for candidates with tenure, since the last promotion. This section should be arranged in the same order as in the curriculum vitae.

## **II. CHAIR'S REPORT**

- A.** The Chair's Report should thoroughly address all aspects of the qualifications of the candidate. The Chairperson should comment on such things as:
1. ability to contribute to the department's curricular offerings;
  2. teaching effectiveness;
  3. student evaluations;
  4. value of service to the Department and/or College as a whole;
  5. value of service to the discipline;
  6. status of journals in which publications appear;



7. background and qualifications of evaluators;
8. candidate's impact on the discipline;
9. effects of collaboration with other faculty; and
10. any other issues which the Chairperson believes will illuminate the candidate for the various personnel bodies.

**B.** The Chair's Report must be dated and signed.

**C.** The Chair's Report should be written after the Executive Committee's/Promotion Committee's vote and before presentation to the P&B Committee.

### **III. WAIVER AND EQUIVALENCY**

**A.** If the Board Bylaws degree requirements were not met at the time of the initial appointment, the waiver or equivalency status of all candidates must be stated.

**B.** If a waiver or equivalency was needed, include a copy of the letter from the Central Office approving the College's request.

### **IV. STUDENT EVALUATIONS**

**A.** All available evaluation scores for the candidate should be included for both promotion and tenure candidates. If such scores are not available, an explanation should be provided.<sup>4</sup>

**B.** In the Chair's Report, the Chairperson may comment on the relationship of the candidate's scores to the overall departmental average on common courses in assessing the candidate's teaching effectiveness.

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<sup>4</sup> The College did not administer Course and Teacher Evaluations in Spring 2020 in consequence of effects of the COVID-19 pandemic. Faculty may but are not required to include student evaluations administered by themselves or by academic units.

## **V. LETTERS OF EVALUATION**

### **A. Identification of Referees and Creation of Advisory Panels**

1. For each candidate, the Chairperson shall request that he/she submit the following:

- (a) a list of up to six (6) names of proposed referees;
- (b) a list of names of persons the candidate prefers not be asked to act as referees (this list shall be included in the Chairperson's Report); and
- (c) the names of up to three (3) faculty members of higher rank as candidates for his or her Advisory Panel. At the candidate's request, the divisional or school dean, in consultation with the candidate (and with the Faculty Ombudsman, should the candidate so request), shall select faculty from outside his/her department as candidates for the Advisory Panel.

**Neither the names of the referees proposed by the candidate nor the names he/she requested not be asked to serve as referees shall be made known to the Advisory Panel members.**

2. The Executive Committee of the department shall appoint an Advisory Panel for each candidate. The Panel shall consist of three (3) faculty members, at least one of whom is chosen from the candidate's list (see Section V.A.1.(c) above). Each Advisory Panel shall prepare a list of up to six (6) names of proposed referees. This list should normally not include individuals with a prolonged history of close involvement with the candidate, e.g., thesis or post-doctoral mentors, research collaborators, co-authors, etc. The names of the referees proposed by Advisory Panel shall not be made known to the candidate.
3. The Chairperson shall solicit letters of evaluation from the *total* lists provided by the candidate *and* the Advisory Panel. If the Chairperson, in consultation with the Panel, determines that the list will not provide an adequate evaluation, additional names may be added by the Advisory Panel. The Chairperson may make such a request if he/she notes considerable overlap between the two lists or if there are not at least four (4) names appearing only on the Panel's list. There should be at least two (2) different referees on each list to generate a minimum of nine (9) possible referees, some of whom may not respond.
4. When all the obtainable responses from the referees have been received, the Chairperson shall make them available to the Advisory Panel, and will consult with them as to whether or not an adequate evaluation has been obtained. Should it be determined that an adequate evaluation has not been obtained, additional letters may be solicited in accordance with Section V.A.3 above. There must be a minimum of six (6) respondents, at least three (3) of whom appear only on the Panel's list.

**B. Letters of Solicitation (See sample letters included herein, at pages 10-12.)**

1. The letter of solicitation is to request an evaluation, not a letter of reference or recommendation.
2. Certain minimum materials should be included with the solicitation letter, including the candidate's curriculum vitae and, where appropriate, copies of his/her work.
3. The letter of solicitation should state clearly the action or actions for which the candidate is being reviewed - i.e., tenure and promotion, early tenure, or promotion. For recommendations regarding tenure, the letter should request an evaluation of the potential for continued growth and performance, as well as for an appraisal of the quality of the candidate's work to date.

For recommendations regarding early tenure, the letter should request an evaluation of the candidate's scholarship or standing in his/her field on a national or international level, or his/her performance at a previous institution at which tenure was awarded, as well as comments regarding the potential for future contributions in his/her field of study.

For recommendations regarding promotion, the letter should ask if the candidate is now, or shortly will be, performing at the teaching, research, scholarship, or administrative level appropriate to the rank for which he/she is being considered.

4. Letters of solicitation should avoid statements that might prejudice the evaluator, either for or against the candidate. Letters should be standard for all candidates, with allowances for the specific information sought from the evaluator.
5. As letters of solicitation are received, each should be labeled "Candidate's List," "Advisory Panel's List," or both.

**C. General**

1. Evaluators should be external to the College, except in cases such as where the candidate's college-wide service has been of an extraordinary nature, and other situations as appropriate. In such cases, letters of solicitation should be particularly specific. In those personnel considerations in which the record of the candidate includes teaching, service, or administrative responsibility outside the home department, letters should be solicited to provide an appraisal of this performance from the extra-departmental discipline or unit.
2. Only those letters of evaluation formally solicited under the guidelines described herein shall be included in the curriculum vitae. Unsolicited letters and other appropriate materials may be placed before the Review Committee (as is currently done with books or other publications) by the presenting Dean. *No material shall be presented as part of a candidate's personal file that he/she has not seen.*

3. Letters of evaluation more than two (2) years old (whether updated or not) may not be included in the CV. The age of letters of evaluation is determined by the number of promotional cycles that have elapsed since the receipt of the letters.
4. Copies of all responses to solicitations must be included in the Vitae. Each shall be clearly marked or referenced as to its list of origin, i.e., "Candidate," or "Department" (Panel).
5. In cases of evaluators who are not faculty members at a college or university and who are likely not to be known to faculty in general, a short (one or two page) resume of the evaluator should accompany the letter of evaluation.
6. Annual Evaluation Reports (or appropriate similar forms) should be appended to the curriculum vitae of non-teaching instructional staff, including those in the Librarian and College Laboratory Technician (CLT) titles.

## **VI. PROCESS**

- A.** The candidate should assist in the preparation of the CV by providing to the Department Chairperson all necessary information relevant to the his/her activities (e.g., publications, reviews, scholarly activity, etc.).
- B.** The Chairperson shall be responsible for preparing the CV.
- C.** The candidate shall review the CV prior to its being sent to referees, which precedes the second screening in the case of recommendations for early tenure or promotion. However, where an official CV is used for the first screening, the candidate shall review it first. The candidate's review does not include the confidential materials (e.g., Chair's Report, names of referees solicited), which are also withheld from the referees.
- D.** It is the candidate's responsibility to insure that all data and non-confidential information in the CV are correct, up-to-date, and present a fair picture of his/her background and qualifications. Therefore, the candidate will indicate, in Part II of the cover sheet, that the CV has his/her approval or will provide corrections and additions. Then the candidate will sign and date Part II.
- E.** Part III of the cover sheet is confidential; *it is not to be shown to the candidate*. It will be completed by the Chairperson and/or Dean after the candidate has signed Part II. The entries of Part III will list all departmental actions.

**SAMPLE LETTER OF SOLICITATION for**  
**TENURE AND PROMOTION**

Date

Addressee

Dear \_\_\_\_:

Assistant Professor \_\_\_\_ Jane/John Doe is being considered for tenure and promotion at The City College of the City University of New York.

Within The City University of New York, as at most institutions, the award of tenure and promotion involves a number of considerations, including scholarly achievements and activities, teaching performance, and service to the College, community, and profession. I would welcome your comments concerning Professor \_\_\_'s scholarship and published works, particularly in the area of \_\_\_\_, as well as any comments you have concerning his/her potential for future contributions in his/her field of study. Your comments on whether \_\_\_\_\_ would be likely to be awarded tenure and promoted at your institution would also be helpful.

Your response will be shown only to appropriate tenure and promotion review bodies and will not be seen by the candidate.

Please indicate by e-mail or phone, as soon as possible, whether you are willing to act as an external reference for Professor [NAME] and can provide a response letter by [DEADLINE]. If your answer is affirmative, I will send you his/her CV, recent publications and other pertinent materials. Please supply the email address you would prefer to receive the link to access the digital package which will be sent within approximately one week of your reply.

Thank you for your assistance.

Sincerely,

Chairperson

**SAMPLE LETTER OF SOLICITATION for EARLY TENURE**

Date

Addressee

Dear \_\_\_\_\_:

(Assistant-, Associate-, Professor) John/Jane Doe is being considered for early tenure at The City College of The City University of New York.

Within The City University of New York, as at most institutions, the award of tenure involves a number of considerations, including scholarly achievements and activities, teaching performance, and service to the college, community, and profession. In The City University, early tenure may be awarded to a faculty member who, although they have not yet fulfilled the seven years of continuous full-time service ordinarily required by State law and the Bylaws of the University, *is deemed to be of exceptional value to the College*. It is not simply fulfilling the standard expectations for tenure in fewer years. If early tenure is denied, the candidate has the opportunity to come up for tenure again on the normal timeline. We ask that you evaluate (Assistant-, Associate-, Professor) John/Jane Doe with these considerations in mind.

I welcome your comments concerning Professor Doe's scholarship and published works, particularly in the area of\_\_\_\_, as well as any comments you have concerning his/her/their potential for future contributions in his/her field of study. Your comments on whether \_\_\_\_\_ would be likely to be awarded tenure and promoted at your institution would also be helpful.

Your response will be shown only to appropriate tenure and review bodies and will not be seen by the candidate.

Please indicate by e-mail or phone, as soon as possible, whether you are willing to act as an external reference for Professor [NAME] and can provide a response letter by [DEADLINE]. If your answer is affirmative, I will send you his/her/their CV, recent publications and other pertinent materials. Please supply the email address you would prefer to receive the link to access the digital package which will be sent within approximately one week of your reply.

Thank you for your assistance.

Sincerely yours,

Chairperson

**SAMPLE LETTER OF SOLICITATION FOR PROMOTION**

Date

Addressee

Dear \_\_\_\_\_:

(Assistant Professor or Associate Professor) John/Jane Doe is being considered for promotion to the rank of \_\_\_\_\_ in the Department of \_\_\_\_\_ at The City College of The City University of New York.

Within The City University of New York, as at most institutions, the review for promotion involves a number of considerations, including scholarly achievements and activities, teaching performance, and service to the College, community, and profession. I would welcome your comments concerning Professor Doe's scholarship and published works, particularly in the area of \_\_\_\_\_, as well as any comments you have concerning his qualifications for the rank of \_\_\_\_\_.

Your response will be shown only to appropriate promotion review bodies and will not be seen by the candidate.

Please indicate by e-mail or phone, as soon as possible, whether you are willing to act as an external reference for Professor [NAME] and can provide a response letter by [DEADLINE]. If your answer is affirmative, I will send you his/her CV, recent publications and other pertinent materials. Please supply the email address you would prefer to receive the link to access the digital package which will be sent within approximately one week of your reply.

Thank you for your assistance.

Sincerely yours,

Chairperson

**TENURE, CCE AND PROMOTION PACKAGE CITY COLLEGE**  
**COVER SHEET**

**PART I.**

Name of Candidate \_\_\_\_\_ Current Rank \_\_\_\_\_

Being Recommended for \_\_\_\_\_

Date of CV \_\_\_\_\_ Date of Receipt of Doctorate \_\_\_\_\_

1<sup>st</sup> Appt \_\_\_\_\_ Promotion to Current Rank \_\_\_\_\_

Tenure/CCE \_\_\_\_\_

The materials in this document have been assembled under my direction and are complete to my knowledge as of the date:

Department \_\_\_\_\_

Department Chairperson Name \_\_\_\_\_

(Typed) \_\_\_\_\_

(Signature) \_\_\_\_\_

**PART II.**

I have read the City College Requirements for the Preparation of Curriculum Vitae and reviewed the contents of this curriculum vitae, including all appended materials, except for the Chairperson's Report, Department's List of Referees, and letters of reference, and (check one):

( ) I find the materials in it to be complete and true

( ) I find the materials in it to be complete and true

with the exception of the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTA BENE**

In the case of an Associate Professor being considered for promotion to the rank of Professor, the Advisory Panel shall consist of full professors. Faculty on leave from their professional title serving in Executive Compensation Plan titles may not serve on Advisory Panels or Promotion Committees. The Chair's Report, the List of Evaluators (referees), including the names of persons on the candidate's Advisory Panel or Tenure Committee, and Student Evaluation information must each be placed on a separate page.



**CURRICULUM VITAE**

DATE OF PREPARATION \_\_\_\_\_

1. NAME \_\_\_\_\_

Affiliations: (e.g. City College, Graduate Center, non-CCNY or CUNY affiliations, etc.) \_\_\_\_\_

2. RECOMMENDATION FOR

PROMOTION \_\_\_\_\_ REAPPOINTMENT  
\_\_\_\_\_ REAPPOINTMENT WITH TENURE \_\_\_\_\_  
(If with waiver, please indicate.)

TITLE \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_ SALARY RATE \_\_\_\_\_  
(Subject to financial ability)

3. HIGHER EDUCATION

(Indicate your Masters/PhD/Postdoctoral Mentor)

A. Degrees

<u>Institution</u>	<u>Degrees &amp; Major</u>	<u>Date Conferred</u>
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B. Additional Higher Education and/Education in Progress

<u>Institution</u>	<u>Dates Attended</u>	<u>Courses, etc.</u>
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4. EXPERIENCE

(List in reverse chronological order)

<u>Position/Title/Rank</u>	<u>Dates</u>	<u>Institution / Department</u>
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5. ACADEMIC AND PROFESSIONAL HONORS (NON-FINANCIAL)

(Do not include grants or other financial awards listed in section 7)

6. RESEARCH, SCHOLARSHIP, AND CREATIVE WORK

(List in reverse chronological order, and if more than two authors/creators please indicate your contribution as Major, Equal, or Minor)

A. Peer and Critically Reviewed Work

- (1) Books and book chapters
- (2) Journal articles
- (3) Refereed conference proceedings
- (4) Critically reviewed work (e.g. exhibitions, performances, art work, works of architecture, landscape architecture, and urban design, curricular, audiovisual, or online materials, etc.) with description of works and venue, and reference to published critical review(s).

B. Other Scholarly Work (not peer/critically reviewed)

- (1) Invited articles
- (2) Conference proceedings and presentations
- (3) Other articles and contributed presentations
- (4) Book reviews or articles that assess others' work
- (5) Other scholarly and creative work (e.g. exhibitions, performances, art work, works of architecture, landscape architecture, and urban design, curricular, audiovisual, or online materials, etc.) with description of works and venue as applicable.

7. GRANTS, FELLOWSHIPS, AND AWARDS

(List in reverse chronological order)

Guidelines: Include the principal investigator/awardee, date/period of award, total amount (if applicable), and candidate's share (if applicable).

- (1) Grants
- (2) Contracts
- (3) Awards
- (4) Fellowships and scholarships

8. PROFESSIONAL ACTIVITIES

(List in reverse chronological order, including dates/periods)

- (1) Inventions and patents (including patent numbers)
- (2) Leadership roles and accomplishments
- (3) Accrediting or licensing boards
- (4) Industry boards
- (5) Government panels
- (6) Conference boards, panels, workshops, etc.
- (7) Review panels
- (8) Editorial panels and/or agencies, journals or presses for whom the candidate is a reviewer
- (9) Consulting

- (10) Membership in professional societies
- (11) Community service related to profession
- (12) External steering and advisory committees
- (13) Curatorial activities

9. INSTRUCTIONAL ACTIVITIES

(Material may be submitted as a portfolio in appendix II)

- (1) Student evaluations and peer observations
- (2) Clinical instruction
- (3) Innovative instructional activities, including curriculum and program development
- (4) Development of online/hybrid or service learning courses
- (5) Any additional material, produced by the candidate that constitutes clear evidence of the candidate's caliber and accomplishment as a teacher

10. ADVISING & MENTORING ACTIVITIES

- (1) Academic advising
- (2) Student project/research mentoring activities together with descriptions of mentored projects and list of mentees (as appropriate), and awards/grants won by mentees.
- (3) Student development activities (e.g. career options and resume workshops, alumni networking events, etc.)
- (4) Advising activities for student associations and societies

11. SERVICE AT THE CITY COLLEGE AND THE CITY UNIVERSITY

- (1) Service and contributions in leadership positions (e.g. Chair, Program Director, etc.)
- (2) Service on departmental, divisional, College, and University-wide committees
- (3) Mentoring of junior faculty members
- (4) Student recruitment activities

12. OUTREACH ACTIVITIES

- (1) K-12 outreach activities
- (2) Community outreach activities and other related volunteer work

## APPENDICES

- I. Candidate's Statement (3 page limit)  
The statement should put all the candidate's activities and accomplishments into a framework that makes a case for the pending tenure and/or promotion action. Include separate sections covering research and future research agenda, teaching, and service.
- II. Instructional portfolio (includes items specified in section 9)
- III. Additional items included for review. For certain faculty members the items listed above may need to be supplemented to provide an adequate presentation of a faculty member's activities. Such items should appear in this Appendix.
- IV. The candidate may include a CV as standard in their field.
- V. Letters of reference (Up to 6 names to be submitted by the candidate, and 6 names by the Departmental/Divisional Advisory Panel. A minimum of 6 letters are required, 3 from the candidate's list and 3 from the Panel's list.)
- VI. Chair's report (to be written after the Departmental Tenure and Promotion committee vote and before consideration of the application by the Divisional P&B) summarizing the candidate's case.

## **PROCEDURES FOR TENURE, CCE, and EARLY TENURE\***

### **I. DEPARTMENT LEVEL**

#### **A. Departmental First Screening (For Candidates for Early Tenure Only):**

**1. Materials.** The materials listed below are required for each candidate for early tenure as a basis for first screening:

- (a) An up-to-date curriculum vitae. For the first screening, the CV is assembled according to the Guidelines, but without letters of reference or Chair's Report. A department may adopt the use of an abbreviated CV, provided that it is used uniformly for all candidates in the first screening. Particular attention is drawn to the need for inclusion of student evaluation materials. The Chairperson and the candidate share responsibility for updating the CV;
- (b) Evaluations required by contract: this is the Chairperson's and/or members of the Tenure Committee's responsibility;
- (c) Copies of candidate's publications and other pertinent information for the CV: candidate's responsibility.

#### **2. Procedures to be followed by Department's Tenure Committee in first screening (for early tenure considerations):**

As a result of the first screening, the department will determine, by secret ballot, whether the candidate(s) shall be further considered for early tenure or not. If more than one candidate is being proposed, two lists shall be generated: those "for further consideration" and those "not for further consideration".

#### **3. The Minutes of the First Screening will include:**

- (a) list of all candidates considered;
- (b) The results of the secret balloting for each candidate;
- (c) statement by the Chairperson that the materials in Section I.A.1 were available for each candidate.

#### **B. Departmental Second Screening of Candidates for Early Tenure and Only Screening for Candidates for Contractual Tenure and CCE**

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\* Faculty members wishing to apply for early tenure should consult with their department chair and dean; the dean consults with the Provost. A faculty member whose application for early tenure is denied, either by the College or by the University, may still be reappointed without tenure, as that is a separate determination.

## **1. Materials.**

The following materials are required for candidates successfully emerging from the first screening for early tenure, for those candidates who appealed a negative decision at the first screening, and, initially, for candidates for tenure and CCE:

- (a) The materials in Section I.A.1, including a completed CV, excluding the Chair's Report;
- (b) At least six (6) letters of evaluation [note: letters of evaluation are not required for CCE candidates]; and
- (c) Candidate's personnel file.

## **2. Procedures.**

In general, the procedures for the second screening for early tenure consideration are the same as for the first screening. The additional material will, of course, be considered. However, no additional materials may be added after the second screening, unless the entire package is returned to the Tenure Committee for its reconsideration except in the case of an appeal to the Review Committee or the President.

As with all personnel actions, the discussion of candidates that takes place in reviewing bodies, as well as the vote itself, is confidential and shall not be shared with the candidate or others outside the committee.

Two lists, developed from the secret balloting, shall be headed:  
"Candidates recommended to the P&B," and  
"Candidates not recommended to the P&B."

## **3. The minutes of the second screening for transmission to the P&B Committee shall consist of the following:**

- (a) A list of all the candidates considered;
- (b) The results of the secret balloting on each candidate, appearing as two lists as indicated above; and
- (c) A listing of the distribution of ranks and of tenure within the department prior to the action on the candidates considered.

## **4. The Chair's Report:**

The Chair's Report is confidential with respect to the candidate. It is written following the meeting of the Tenure Committee at which the candidates have been recommended.

A Chair's Report must also be prepared for candidates not recommended who appeal to the next higher level. The Chair's Report is added to the Curriculum Vitae.

The Report should contain the Chairperson's evaluation of the candidate and any relevant information arising from the Chairperson's perspective. This can include his/her estimation of the factors that were considered and their relative weight in the Committee's decision. The Report should be an objective evaluation commenting on teaching effectiveness and classroom work; fit of candidate into department; institutional needs, etc.

In reflecting the nature of the elements leading to the departmental action, the Chair's report should include the candidate's incorporation, or lack thereof, of recommendations contained in all of the annual evaluations preceding the consideration for tenure. It may also contain the Chairperson's particular perspective, pointing out the candidate's strong points, as well as weaknesses, if any. The Chair's Report must be signed and dated.

## **II. P&B LEVEL**

### **A. Materials**

1. The minutes from the Tenure Committee meeting, insofar as they relate to successful candidates and for those who appeal, and a summary statement of the number of candidates considered and the voting results.
2. Copies of letters from unsuccessful candidates who have appealed the negative decision of the Tenure Committee.
3. For all candidates, materials in Section I.B.1, including the Chair's Report.

### **B. Procedures**

1. The Academic Dean will first determine that the departments have correctly followed the procedures indicated in Section I. Departments not in conformity will have the relevant materials returned for correction.
2. No materials received after the date of the vote recorded by the departmental Tenure Committee may be considered by the P&B Committee, unless and until the candidate's package is remanded to the Tenure Committee for its reconsideration and then returned to the P&B Committee.
3. All votes on candidates will be by secret ballot with a Bylaw majority required for recommendation to the Review Committee.

- C. The minutes of the P&B actions** for transmission to the Review Committee shall consist of the following:

1. A list of all candidates considered; and
2. The results of the secret balloting.

### **III. REVIEW COMMITTEE LEVEL**

#### **Materials**

1. The minutes from the Tenure Committee meeting, insofar as they relate to successful candidates and candidates who appealed the negative decision of the 1<sup>st</sup> screening (for early tenure considerations), and a summary statement of the number of candidates considered and the voting results.
2. The minutes from the P&B Committee, insofar as they relate to successful candidates and candidates who appealed the negative decision of the Tenure Committee, and summary statement of the number of candidates considered and the voting results.
3. Copies of letters from unsuccessful candidates who have appealed the negative decision of the P&B Committee.
4. For all candidates:
  - a) Completed CV (including Chair's Report and six (6) letters of evaluation); and
  - b) Candidates' personnel file.
5. A statement from the Dean that provides the distribution, by department, of personnel by rank and by tenure status.

### **IV. NOTIFICATION**

- A.** The department Chairperson shall notify all candidates, in writing, of the decision reached by the appropriate departmental committee, no later than three (3) working days upon the conclusion of the department's consideration of all candidates for a particular action. In the case of early tenure, this applies to the first and second screening. (See sample letters included herein, at pages 33 and 34.)
- B.** The Dean shall inform all candidates, in writing, of the P&B actions within five (5) working days of the P&B's conclusion of its consideration of all candidates for a particular action. Tenure and CCE candidates not recommended by the P&B shall be notified of non-reappointment and date of termination of employment by the Dean, as



the Designee of the President. A copy of the notification should be sent to the Provost and the Dean of Faculty and Staff Relations.

- C. The Provost shall inform the candidates, in writing, of the Review Committee's recommendation to the President. Persons who have not been recommended by the Review Committee shall be notified by letter within five (5) working days following Committee's action along with notification of the appeal process, and shall constitute notice of non-reappointment and termination of employment on August 31 of the fifth year of service for those individuals not being recommended for tenure and CCE.

Persons recommended to the President shall be notified of the Committee's positive recommendation, in writing, within ten (10) working days after all candidates for a particular action have been considered.

- D. Any notification of a negative action, sent by the Dean or Provost, concerning tenure, early tenure, or CCE, at any level of the procedure (other than the President's decision), shall include a statement advising the candidate of the College's appeal procedure.

## V. **APPEALS**

An individual not recommended for tenure, CCE, or early tenure may appeal a negative decision at any level.

Below the Presidential level, the appeal must be made to the next higher body, e.g., if negative at department level, the appeal is heard at the P&B level. If negative at the P&B, the appeal should be made to the Review Committee. If negative at the Review Committee, the appeal is made to the President. In each case, the candidate appeals, in writing, to the Chair of the next reviewing body. At any level, the candidate must initiate the appeal procedure within ten (10) working days of notification of the negative decision.

## **PROCEDURES FOR PROMOTION\***

### **I. DEPARTMENT LEVEL**

#### **A. Departmental First Screening for Promotion**

**1. Materials.** The materials listed below are required for each candidate for promotion as a basis for first screening, unless the candidate, after inquiry by the Department Chairperson, declines consideration for promotion. Since all individuals serving as assistant and/or associate professors are theoretically eligible for promotion to the next higher title, their candidacy should be determined beforehand.

- (a) An up-to-date curriculum vitae. For the first screening, the CV is assembled according to the Guidelines, but without letters of reference or the Chair's Report. A department may adopt the use of an abbreviated CV, provided that it is used uniformly for all candidates in the first screening. Particular attention is drawn to the need for inclusion of student evaluation materials. The Chairperson and the candidate share responsibility for updating the CV
- (b) Evaluations required by contract: Chairperson's responsibility.
- (c) Copies of candidate's publications and other pertinent information for CV: candidate's responsibility.
- (d) Candidate's personnel file.

#### **2. Procedures to be followed by Departmental Committee in first screening.**

As a result of the first screening, the department will determine by secret ballot two lists of candidates - those to be further considered and those not to be further considered.

#### **3. The Minutes of the First Screening will include:**

- (a) list of all candidates considered;

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\*In a department where the number of persons eligible to serve on a Promotions Committee consists of fewer than three (3) members, the President will, after consultation with the Divisional Dean and the Department Chair, appoint sufficient faculty from outside the Department to form a Promotions Committee of three (3) members. Members of Promotions Committees who have submitted a resignation or who are on retirement leave are not eligible to vote, nor are they counted in determining a majority. Persons serving in Executive Compensation Plan titles may not participate in promotional reviewing bodies, except for those on the College-wide P&B Committee of the Review Committee.

- (b) The results of the secret balloting for each candidate; and
- (c) statement by the Chairperson that the materials in Section I.A.1 were available for each candidate.

**B. Departmental Second Screening for Promotion**

**1. Materials:** The following materials are required for candidates successfully emerging from the first screening for promotion:

- (a) The materials in Section I.A.1, including a completed CV; and
- (b) At least six (6) letters of evaluation.

**2. Procedures:**

In general, the procedures are the same as for the first screening. The additional material, of course, will be considered. However, no additional materials may be added after the second screening, unless the entire package is returned to the Promotions Committee for its reconsideration. The lists developed by secret ballot should be headed:

- "Candidates recommended to the P&B;" and
- "Candidates not recommended to the P&B."

**3. The minutes of the second screening** for transmission to the P&B Committee shall consist of the following:

- (a) list of all the candidates considered; and
- (b) The results of the secret balloting on each candidate, appearing as two lists as indicated above.

**4. The Chair's Report:**

The Chair's Report is confidential with respect to the candidate. It is written at the conclusion of the second screening for candidates recommended to the P&B. A Chair's Report must also be prepared for candidates not recommended at the second screening but appealing to the next higher level. The Chair's Report is added to the Curriculum Vitae.

The Report should contain the Chairperson's evaluation of the candidate and any relevant information arising from the Chairperson's perspective. This can include his/her estimation of the factors that were considered and their relative weight in the

Committee's decision. The Report should be an objective evaluation commenting on teaching effectiveness and classroom work; fit of candidate into department; institutional needs, etc.

In addition to reflecting the nature of the elements leading to the departmental action, it should contain the Chairperson's particular perspective, pointing out the candidate's strong points as well as weaknesses, if any. The Chair's Report must be signed and dated.

The department should forward to the appropriate P&B the minutes of the final departmental screening insofar as they relate to successful candidates (and of those who appeal). The complete materials (completed CV with Chair's Report, etc.) for all candidates should also be forwarded to the P&B. A summary statement of the number of candidates considered and the voting results should be included.

## **II. P&B LEVEL**

### **A. Materials.**

1. The minutes from the 2<sup>nd</sup> Screening Promotion Committee meeting, insofar as they relate to successful candidates and for those who appeal, and a summary statement of the number of candidates considered and the voting results.
2. Copies of letters from unsuccessful candidates who have appealed the negative decision of the 2<sup>nd</sup> Screening Promotion Committee.
3. For all candidates, materials in Section I.B.1, including the Chair's Report.

### **B. Procedures**

1. The Academic Dean will first determine that the departments have correctly followed the procedures indicated in Section I. Departments not in conformity will have the relevant materials returned for correction.
2. All votes on candidates will be by secret ballot with a Bylaw majority required for recommendation to the Review Committee.

### **C. The minutes of the P&B actions for transmission to the Review Committee shall consist of the following:**

1. A list of all candidates considered; and
2. The results of the secret balloting.

### **III. REVIEW COMMITTEE LEVEL**

#### **Materials**

1. The minutes from the final departmental screening, insofar as they relate to successful candidates and candidates who appealed the negative decision of the 1<sup>st</sup> screening, and a summary statement of the number of candidates considered and the voting results.
2. The minutes from the P&B Committee, insofar as they relate to successful candidates and candidates who appealed the negative decision of the 2<sup>nd</sup> Screening, and summary statement of the number of candidates considered and the voting results.
3. Copies of letters from unsuccessful candidates who have appealed the negative decision of the P&B Committee.
4. For all candidates:
  - a) Completed CV (including Chair's Report and six (6) letters of evaluation); and
  - b) Candidates' personnel file.
5. The Dean will have prepared a statement giving the distribution, by department, of personnel by rank and by tenure status.

### **IV. NOTIFICATION**

- A.** The department Chairperson shall notify all candidates, in writing, of the decision reached by the appropriate departmental committee, no later than three (3) working days upon the conclusion of the department's consideration of all candidates for a particular action. This applies to the first and second screening. (See sample letters included herein, at pages 35 and 36.)
- B.** The Dean shall inform all candidates, in writing, of the P&B actions within five (5) Working days of the P&B's conclusion of its consideration of all candidates for a particular action.
- C.** The Provost shall inform the candidates, in writing, of the Review Committee's recommendation to the President. Persons who have not been recommended by the Review Committee shall be notified by letter within five (5) working days following Committee's action. Persons recommended to the President shall be notified of the Committee's positive recommendation, in writing, within ten (10) working days after all candidates for a particular action have been considered.

- D. Any notification of a negative action concerning promotion, at any level of the procedure (other than the President's decision), shall include a statement advising the candidate of the College's appeal procedure. However, no reason shall be given.

## V. **APPEALS**

An individual may appeal a negative decision at any level. Below the Presidential level, the appeal must be made to the next higher body - e.g., if negative at first department screening, then all the materials required for the second screening should be collected and the appeal heard at the second screening. If negative at the second departmental screening, the appeal should be to the P&B. If negative at the P&B, the appeal should be made to the Review Committee. If negative at the Review Committee, the appeal is made to the President. At any level, the candidate must initiate the appeal procedure within ten (10) working days of the date of the notification of the negative decision.

**REAPPOINTMENT WITH TENURE NOTIFICATION FROM DEPT. TENURE  
COMMITTEE**

[Date]

Professor \_\_\_\_\_  
Department of \_\_\_\_\_

Dear Professor \_\_\_\_\_:

I am pleased to inform you that the Tenure Committee of the Department of \_\_\_\_\_, at its meeting of \_\_\_\_\_ [insert date], voted to recommend that you be reappointed as \_\_\_\_\_ Professor [insert title], with tenure, effective September 1, \_\_\_\_\_. This recommendation is being forwarded to the Divisional P&B Committee for its review.

Sincerely,

\_\_\_\_\_  
Chairperson

cc: [Divisional Dean]

**NON-REAPPOINTMENT WITH TENURE NOTIFICATION FROM DEPT.  
TENURE COMMITTEE**

[Date]

Professor \_\_\_\_\_  
Department of \_\_\_\_\_

Dear Professor \_\_\_\_\_:

I regret to inform you that the Tenure Committee of the Department of \_\_\_\_\_, at its meeting of \_\_\_\_\_ [insert date], voted not to recommend that you be reappointed as \_\_\_\_\_ Professor [insert title], with tenure, effective September 1, \_\_\_\_\_.

If you wish to appeal this decision, you may submit a written appeal to the Divisional P&B Committee within ten (10) working days of this notification.

Sincerely,

\_\_\_\_\_  
Chairperson

cc: [Divisional Dean]



**POSITIVE NOTIFICATION FROM DEPT. PROMOTIONS COMMITTEE**

[Date]

Professor \_\_\_\_\_  
Department of \_\_\_\_\_

Dear Professor \_\_\_\_\_:

I am pleased to inform you that the Promotions Committee of the Department of \_\_\_\_\_, at its meeting of \_\_\_\_\_ [insert date], voted to recommend that you be promoted to the rank of \_\_\_\_\_ [insert title], effective \_\_\_\_\_ [insert appropriate date]. This recommendation is being forwarded to the Divisional P&B Committee for its review.

Sincerely,

\_\_\_\_\_  
Chairperson

cc: [Divisional Dean]

**NEGATIVE NOTIFICATION FROM DEPT. PROMOTIONS COMMITTEE**

[Date]

Professor \_\_\_\_\_  
Department of \_\_\_\_\_

Dear Professor \_\_\_\_\_:

I regret to inform you that the Promotions Committee of the Department of \_\_\_\_\_, at its meeting of \_\_\_\_\_ [insert date], voted not to recommend that you be promoted to the rank of \_\_\_\_\_ [insert title], effective \_\_\_\_\_ [insert appropriate date].

If you wish to appeal this decision, you may submit a written appeal to the Divisional P&B Committee within ten (10) working days of this notification.

Sincerely,

\_\_\_\_\_  
Chairperson

cc: [Divisional Dean]