

## TENURE & PROMOTION

### Policies and Notable Mentions:

- [Faculty Handbook \(PDF\)](#)
- While summarizing and quoting confidential letters from external evaluators is acceptable, disclosing an external evaluator's name and/or institution is not permitted. The confidentiality rules regarding external evaluator letters can be found in the [Guidelines for All Evaluation Letters](#) and provide that:
  - “The identities of the final external evaluators, the letters of evaluation, and archive of communications will be kept confidential from the applicant...”
- All material, evaluation forms/letters, and lists of committee members should be emailed to the **Interfolio email address at [interfolio@pace.edu](mailto:interfolio@pace.edu) (this is a Pace internal email address.)**
- If you need assistance with anything related to TAP, please email Ally Kimmel at the Interfolio email address.

**All forms and templates** referenced in this document are below.

- [Letter of Intent Template \(DOCX\)](#)
- [Tenure Clock Stoppage Form \(DOCX\)](#)
- [Fact Sheet \(DOCX\)](#)
- [CV Template \(DOCX\)](#)
- [Chair or Dean Evaluation \(DOCX\)](#)
- [TAP or CDFPT Evaluation \(DOCX\)](#)

## **2024-2025 Timetable of Procedures for Tenure and Promotion**

**The timetable outlined below applies to the University tenure and promotion deadlines.**

### **December 2023**

**Wednesday, December 13:** Information session on tenure and/or promotion (TAP) from 3:00 to 5:00 p.m., via Zoom. Email the Interfolio email address for more information.

### **February 2024**

**By Tuesday, February 6, EOB: Candidate emails** their Department Chair, cc'ing their Dean and Interfolio:

- Letter of Intent (use template above)
- List of a minimum of 10 external evaluators and their bio-sketches (in the Letter of Intent)

*From the [Tenure and Promotion Process](#) guidelines: The Candidate will provide names of external evaluators such that they satisfy an “arms-length” relationship, i.e. should be as independent as possible from the candidate.*

- *External letters are required and should not be professionally affiliated with the nominee, as a result of having in the last five years:*
  - *been a supervisor or a trainee of the nominee*
  - *collaborated, published, or shared funding with the nominee, or have plans to do so in the immediate future*
  - *been employed by Pace University*
  - *feel for any reason unable to provide an impartial review of the nomination*

**NOTE: If a candidate whose Tenure Review date is 2024-2025 decides to request a one-time Tenure Clock Stoppage, this request needs to be approved by February 5, 2024 (using template above).**

**By Tuesday, February 13: Faculty Center** holds a session on tutorial/instruction of dossier development and Interfolio by Zoom.

**By Tuesday, February 20, EOB: Candidate emails** a draft dossier to their Department Chair for feedback, cc'ing their Dean. [Draft includes: CV, Executive Summary, Scholarship, Teaching, and Service statements.]

*Note: these documents and the CV do not have to follow the same format and page count as those for Pace Internal TAP Review-the final Dossier.*

## March 2024

**By Tuesday, March 12, EOB: Department Chair** provides feedback to the candidate on draft dossier.

**By Tuesday, March 19, EOB: Department TAP Committees and Department Chairs** develop additional names of external evaluators for each candidate. Department Chairs send the list of external evaluators and their bio-sketches to candidates for review and comment.

- *Department Chairs must develop a list of external evaluators for each candidate. The Chair will consult with the Department TAP Committee and may consult other experts in the field if they are unable to judge the adequacy of the TAP candidate's scholarship. The Chair will pay special attention to identifying external evaluators who can assess the impact of a candidate's scholarship and the academic rank of the evaluator since full professors are preferred. The Chair will develop a sufficiently large list of external evaluators to achieve the goal of securing five such that no fewer than five letters may be secured.\**
- *Chairs check the arms-length relationship of external evaluators before approving the list and sending it to the Dean's Office.*
- *If there is more than one candidate in a department that is going up for TAP, Chairs check to make sure there are no duplicates. An external evaluator may only provide one letter during a review year.*
- *External letters are required and should not be professionally affiliated with the nominee, as a result of having in the last five years:*
  - *been a supervisor or a trainee of the nominee*
  - *collaborated, published, or shared funding with the nominee, or have plans to do so in the immediate future*
  - *been employed by Pace University*
  - *feel for any reason unable to provide an impartial review of the nomination*

*\*A sufficiently large list would have 15 names. This allows for a better yield of the final minimum of 5 external evaluations.*

## April 2024

**By Tuesday, April 2, EOB: Candidate** sends comments on the full list of external evaluators to their Department Chair. Candidates are permitted to exclude 1/3 of the individuals from the full list.

**By Tuesday, April 9, EOB: Department Chair** sends the roster of external evaluators' bio-sketches and contact information, along with any candidate comments on the evaluators, to the Dean's Office, cc Interfolio email address.

**By Tuesday, April 16, EOB: Candidate** submits the following documents for external evaluation into their OneDrive folder: curriculum vitae, executive summary, scholarship/research statement and scholarship/research (or creative works) supporting documents.

*Note: these documents and the CV do not have to follow the same format and page count as those for Pace Internal TAP Review-the final Dossier.*

## May 2024

**By Tuesday, May 7: Faculty Center** solicits the finalized roster of external evaluators to receive at least 5 commitments per case. (*Note: the candidate's dossier is shared with those external evaluators who accepted at a later date.*)

**By Tuesday, May 21:** The external evaluators who committed to providing an evaluation for a candidate receive access to their materials via Interfolio. Their letters of evaluation are due August 5.

**By Tuesday, May 28: Dean's Office** reaches out to College/School's Faculty Council Chair to inform them of the TAP timeline and procedures and to allow them time to form the College/School TAP Committee (the list of this committee is due **June 25**).

**By Tuesday, May 28:** Faculty Councils elect the CDFPT and Appeals Committee representatives and alternates in a timely fashion and submit this information to the Faculty Center. The 2013 Faculty Handbook describes the CDFPT and the Appeals Committee in Section B8e.

## June 2024

**June 3 to 7:** The Academic Portfolio Workshop is held. For more information, please email the Interfolio email address.

**By Tuesday, June 11:** Candidates submit their unverified FACT sheet in docx format (using template) to the Interfolio email address.

**By Tuesday, June 25 EOB:** College/School TAP Committees form, and the list of members is communicated to the Interfolio email address by the **Dean's office. Department Chair** informs Interfolio of Department TAP Committee members.

*Here is an excerpt from the [TAP Process from the Provost's Office website](#) (review the Chair Responsibilities on that website as well)*

### **COMMITTEE RESPONSIBILITIES (DEPARTMENT TAP, SCHOOL TAP, CDFPT, AND CDFPT APPEALS)**

- Voting members must fully participate in committee deliberations. There can be no proxy voting on tenure and/or promotion cases at any level.
- Each faculty member and administrator (including the department chairperson) who participates in the tenure and/or promotion process votes only once on any particular case. The committee member may decide at which level to vote if they serve on more than one level of review and will recuse themselves in all other levels.
- Committee members voting for a promotion must at least hold the rank being sought by the candidate and must not hold a lower rank than the candidate

currently holds. If committee members at lower rank than the candidate are members of a department or school TAP committee, they may be present for the discussion and participate up to the point of vote.

- Committee members voting for tenure must hold tenure.

## August 2024

**By Tuesday, August 6, EOB: Dean's Office** sends a signed and verified FACT sheet form for each candidate to Interfolio. **Candidate** submits their full dossier via OneDrive. The Faculty Center uploads the candidates' full dossier to their case in Interfolio to be approved and submitted by the candidate by **August 27**.

- *Note: The CV template (i.e., flow, order, elements) is required. You may choose the citation style (e.g., APA) for your publications, creative work, etc. You may delete areas not needed or add areas not included. But please keep the font, spacing, and margins. And please do not use tables.*

**By Tuesday, August 13, EOB:** Letters of evaluation from external evaluators are due.

**August: Equity and the Pathway to TAP. Department Chairs, Department TAP Committees, College/School TAP Committees, Deans, and CDFPT** (all those serving in a TAP review) must attend an "Equity and the Pathway to TAP" Zoom meeting. Ally Kimmel will reach out with more information.

## September 2024

**By Tuesday, September 3, EOB: Department TAP Committees and Department Chairs** receive access to candidates' dossiers in Interfolio and begin their review. Department Chairs cannot serve on the Department TAP Committee. College of Health Professions and School of Education do not have Department TAP Committees, so the candidates' dossiers in those schools would go to the Department Chair only.

- *Department Chair and Department TAP Committee may not communicate with the candidates regarding their review during the TAP process and cannot ask for their dossier before the date defined in this timetable. If you have any questions or need clarification, please email Ally Kimmel.*

**By Tuesday, September 17, EOB: Department TAP Committee Chair** submits evaluations, using the appropriate form, to Interfolio.

- *Note: While summarizing and quoting confidential letters from external evaluators is acceptable, disclosing an external evaluator's name and/or institution is not permitted. The confidentiality rules regarding external evaluator letters can be found in [Guidelines for All Evaluation Letters](#) and provide:*
  - *"The identities of the final external evaluators, the letters of evaluation, and archive of communications will be kept confidential from the applicant..."*

**By Tuesday, September 24, EOB: Department Chairs** submit an independent evaluation, using the appropriate form, to Interfolio.

## October 2024

**By Tuesday, October 1, EOB: Faculty Center** (via Interfolio) shares copies of the Department TAP form (which includes the committee vote and the Yes/No recommendation) and Department Chair forms with candidate.

**By Tuesday, October 1, EOB: College/School TAP Committees** and **Deans** receive access to candidates' dossiers in Interfolio and begin their review.

**By Tuesday, October 29, EOB: College/School TAP Committee** submits their evaluations, using the appropriate form, to Interfolio. The written recommendation should provide reasoning on the tripartite indicators and vote counts. A minority report might also be submitted.

- *Note: While summarizing and quoting confidential letters from external evaluators is acceptable, disclosing an external evaluator's name and/or institution is not permitted. The confidentiality rules regarding external evaluator letters can be found at [Guidelines for All Evaluation Letters](#) and provide:*
  - *"The identities of the final external evaluators, the letters of evaluation, and archive of communications will be kept confidential from the applicant..."*

## November 2024

**By Tuesday, November 5: Faculty Center** shares a copy of the School TAP Committee form with candidate (which includes the committee vote and the Yes/No recommendation) via Interfolio.

**By Tuesday, November 19, EOB: Dean** submits evaluations, using the appropriate form, to Interfolio.

## December 2024

**By Tuesday, December 3: Faculty Center** shares a copy of the Dean TAP form with candidate via Interfolio.

**Friday, December 6, 1:00 to 3:00pm:** Organizational meeting of Council of Deans and Faculty on Promotion and Tenure (CDFPT) is held. At this meeting, the Chair, the Secretary, and two campus-based liaisons to CDFPT-Appeals are elected. The date of CDFPT deliberations (January 6 and 7) is shared with the CDFPT Committee.

**By Tuesday, December 10, EOB:** Deadline for candidate to self-nominate and dossier addenda submission.

- *Note: A self-nomination is only required if the candidate was **not** recommended for TAP by the Department and/or School TAP Committees. With regards to addenda, if the candidate does not have anything new to add or nothing to update, no addendum is needed. If the candidate has a response to the TAP reports, new publications or accepted articles, or new conferences/awards, candidate may submit those to the addendum section.*

**By Tuesday, December 17, EOB:** CDFPT receives access to candidates' dossiers in Interfolio and begins their review.

## January 2025

**Monday and Tuesday, January 6 and 7:** CDFPT meets to deliberate and vote.

**By Tuesday, January 28, EOB:** The Secretary of CDFPT submits evaluations, using the appropriate form, and the summary report of the deliberations (including the Council's votes) to the Faculty Center. Note: The CDFPT committee members **do not share anything with the candidate. All CDFPT committee deliberations are kept confidential.** All notes must be destroyed after each CDFPT member writes their assigned candidate report and sends it to the secretary after the meeting. The Faculty Center notifies the Dean, the Department Chair, and the Location Faculty Councils.

**No later than Thursday, January 30:** Dean sends notification to each candidate recommended for TAP by CDFPT.

*The Provost will contact candidates not recommended seven days after the Location Faculty Councils submit their votes to inform them of the appeal process. The date of the notification letter is the "Appeal Date" and starts the thirty (30) day appeal period. See CDFPT Appeal Process below for more details.*

## February 2025

**February Location Council Meetings:** Location Faculty Councils vote on the CDFPT recommendations and forward the votes to the President and the Provost.

**Seven (7) Days After Faculty Councils Submit Their Votes:** The President and the Provost review dossiers, taking into account the recommendations at all previous levels of consideration. The President makes a final recommendation to the Board of Trustees.

## March 2025

**Week 1 of March:** The Board of Trustees considers and votes on the President's recommendations, usually at the next board meeting. Successful candidates are officially notified before the following academic year convenes. Their promotion and/or tenure takes effect on September 1 of the next academic year.

***^There is no exception granted to an individual to extend deadlines.***

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## **2025 Timetable of Procedures for CDFPT Appeal Process<sup>^</sup>**

**From Faculty Handbook:** Subsequent to a negative recommendation by the CDFPT, a faculty member may appeal to the CDFPT Appeals Committee by filing such appeal through the Provost. The CDFPT Appeals Committee is a University-wide Committee that hears appeals from negative promotion and tenure recommendations by the CDFPT. The Appeals Committee is currently composed of six members of the Faculty (exclusive of the School of Law) who are not members serving on the current year's CDFPT and who are elected by their respective Location Faculty Councils: three from the Westchester Faculty Council and three from the New York Faculty Council. Six alternate members are similarly elected to be available in case of inability to attend, or recusal due to a conflict of interest due to service on a related department, College or School TAP committee, or if a challenge for cause is made of a regular member of the Committee. In addition, two voting faculty members of the CDFPT, named by that group, will serve as non-voting liaison representatives to the Appeals Committee. Liaisons respond to questions from the CDFPT Appeals Committee about the facts of applications considered by the CDFPT that are relevant to the CDFPT Appeals Committee's review. At least one liaison must be present at each meeting of the CDFPT Appeals Committee. As with the CDFPT, the Provost will serve as a resource person on matters of procedure.

The Appeals Committee shall only consider whether an appeal is warranted if: (1) procedural due process was not followed (e.g., information provided by the appellant in a timely and otherwise appropriate fashion was not presented to the CDFPT), and/or (2) the appellant is as qualified as a candidate within an equivalent rank recommended by the CDFPT in the same year. Dossiers within relevant rank are made available for review to candidates who wish to appeal the CDFPT recommendation. The CDFPT Appeals Committee may only consider questions answered by the CDFPT liaisons and the same fact sheets, evaluation forms, recommendations, and dossiers of the nominee and others within relevant rank reviewed by the CDFPT. The CDFPT Appeals Committee may only consider information that was available to the CDFPT. As with the CDFPT, the CDFPT Appeals Committee is not bound by precedent or recommendations from prior years. An individual faculty member has the right to appeal the CDFPT decision only on their own behalf. Following its review, the CDFPT Appeals Committee will provide its recommendation in writing to the President and the candidate.

In addition, subsequent to application and non-recommendation by the Appeals Committee of the CDFPT, a candidate may appeal directly to the President concerning his or her promotion and/or tenure.



## February 2025

**Within one (1) week from Appeal Date: Candidate** who wishes to appeal the decision must submit an appeal intent to the Provost's Office. Please note the appeal intent is not the letter of appeal and is not binding. For a description of the appeals process, see the 2013 [Faculty Handbook](#) Section D9.

**Within thirty (30) calendar days of Appeal Date: Candidate** submits/uploads the documentation to their appeal case for review.

## March/April 2025

**Within forty-five (45) calendar days of Appeal Date: Appeals Committee** begins review of appeal(s).

**Within sixty (60) calendar days of Appeal Date: Appeals Committee** recommendation(s) is (are) submitted to the Faculty Center, and the candidate is notified.

## May 2025

**Within fifteen (15) calendar days of receiving the Appeals Committee's written recommendation:** The President issues decision(s) on appeal(s) and makes a final recommendation to the Board of Trustees.

The Board of Trustees considers and votes on the President's recommendation(s), usually at the next Board meeting. The President and Board of Trustees' recommendations for each candidate is submitted to the Faculty Center to be uploaded to Interfolio. Successful candidates are then officially notified before the following academic year convenes.

***^There is no exception granted to an individual to extend deadlines.***

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