

Tenure/Promotion: Timeline

5th year: Spring – Summer

- Finalize in-progress materials for publication.
- Meet with department chair, mentor(s), and department faculty to discuss T/P preparation.
- Start considering a list of professionals/scholars in your field to serve as external evaluators.
- Review personnel file
 - FIDO access to add/edit file materials occurs May – September.
 - Ensure all 1st – 5th year annual evaluations and peer observations of teaching are on file; Pre-tenure review letters should be included in your file
 - Ensure student evaluations for courses taught 1st – 5th year are included in your file.
- Review pre-tenure letter, previous annual evaluations, and Form C self-assessments. Identify improvements made and how you implemented feedback.

6th year: Fall

- Continue with tasks from Spring –Summer.
- Tie up loose ends: move works in progress from one stage to another, i.e. proposed to submitted; if submitted and returned with feedback, revise and resubmit.
- Review and document service (departmental, college, university, etc.).
- Prepare for you last annual evaluation before tenure.
- Make sure your department chair is well informed of updates to your scholarship and creative works; provide updated related to teaching and service activities

6th year: Spring - Summer

- Continue with tasks from Fall.
- Pay attention to deadlines
 - February: Select items to include in external evaluator packets
 - March: Declare intent to go for tenure and promotion (3/15)
 - April: Chair submits confirmed names of external evaluators (4/15); faculty submits external evaluator packets (end of April).
 - May: FIDO access provided to add and edit materials in electronic file (on or about 5/1); Faculty can request appointments to review hard files; Chair submits peer observations of teaching and post observation documents.
 - June – August: Prepare Form C; review faculty file; upload student evaluation data to FIDO/file; ensure all relevant materials are included in personnel file
 - July - August: Chair uploads annual evaluation and peer observations to FIDO (7/1) and submits hard copy of annual evaluations to Provost Office.

7th year: Fall

- September: Submit 1 hard copy of signed Form C and 1 copy of CV; conduct final file check. File closes 2nd Friday of September. No additional materials added.

Tenure Workshop – January 23, 2020

Items	Timeframe
<ul style="list-style-type: none"> • Department Personnel & Budget Committee meetings to review Fall personnel actions • FIDO access opened to Faculty Personnel Committee (FPC) 	September – October
<ul style="list-style-type: none"> • Departmental Personnel & Budget Committee votes on Reappointment/Tenure/CCE/Promotion 	September – November
<ul style="list-style-type: none"> • FPC Review Committees meet to review Fall personnel actions 	October – November
<ul style="list-style-type: none"> • FPC Review Committees vote on Reappointment/Tenure/CCE/Promotion 	October - November
<ul style="list-style-type: none"> • Faculty Candidates notified of action outcome by letter 	By December 1st
<ul style="list-style-type: none"> • Personnel Action goes into effect 	Reappt and Promotion: Aug Tenure: Sept 1st

Tenure/Promotion: Checklist for File Materials

- Form C with Personal Statement included
- Updated CV

Evaluations/Observations/Teaching

- Annual Evaluations
 - 1st Year
 - 2nd Year
 - 3rd Year
 - 4th Year
 - 5th year
 - 6th year
- Curricular Materials
- Letters of External Evaluation (4 – 6 letters)
- Peer Observations of Teaching (Fall and Spring Semesters)
 - 1st Year
 - 2nd Year
 - 3rd Year
 - 4th Year
 - 5th year
 - 6th year
- Pre-Tenure Review
- Student Evaluation of Teaching(Fall and Spring Semesters)
 - 1st Year
 - 2nd Year
 - 3rd Year
 - 4th Year
 - 5th year
 - 6th year

Scholarship/Creative Works

- Presentations
- Publications/Creative Works
- Works in Progress

Service

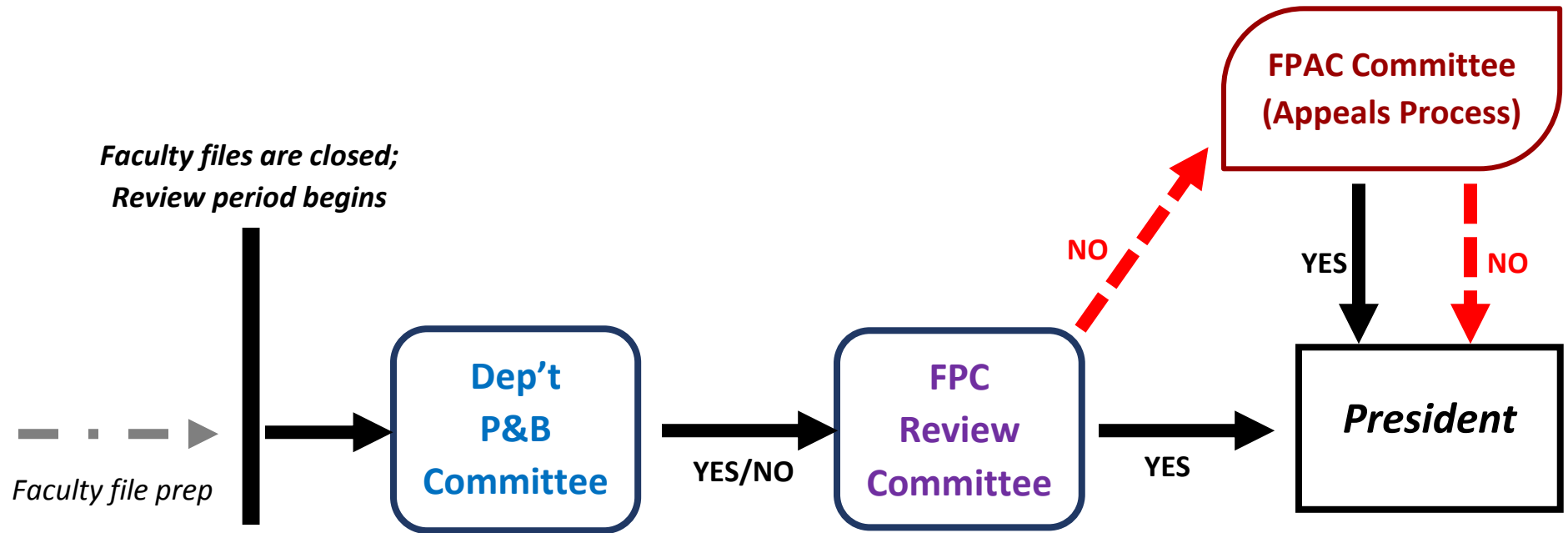
- Service
 - Departmental
 - College
 - University
 - Profession
 - Community

Supplemental Materials

- Letters of Commendation/Reference
- Professional Honors, Awards, Grants

Faculty Personnel Action Review Process

- Review Committees
 - Review Committee A: AMU, CTA, DIS, ENG, HIS, MLL, PHI
 - Review Committee B: AFR, ANT, ECO, LLS, LPS, POL, SOC
 - Review Committee C: CRJ, MTH, PSY, SCI
 - Review Committee D: PAD, SFEM, LIB, CSL, HPE, SEEK
- When possible, Deans, At-large and alternates are assigned to committees closely aligned to their discipline
- Quorum is 80% of eligible voting members. Chairs and faculty affiliated with a candidate's department are not eligible to vote.
- Review committees vote on all personnel action items. Initial appointments through third reappointments are generally voted as a slate, exceptions apply. All other actions are reviewed individually.
- Individual Reviews:
 - Primary Reporter and Secondary Reporter assigned. They present to review committee and appeals committee. Provides independent evaluation based on faculty file.
 - Chair makes presentation only in tenure cases. Chair may address questions from the committee on all personnel actions.
 - Department chair and members from affiliated departments are excused from discussion and voting.
 - Discussions are confidential
 - Actions are voted upon from most junior to senior actions. Cases for tenure and promotion are voted upon as separate actions, even for the same candidate.
- Results from review committee are considered recommendations to the President.



Tenure Clock Chart

Appointed 2014

Year of Service	Start of ...	Academic Year	Faculty apply for*
1st	Initial Appointment	2014-2015	1 st Reappointment (<i>apply in Spring</i>)
2nd	1 st Reappointment	2015-2016	2 nd Reappointment
3rd	2 nd Reappointment	2016-2017	3 rd Reappointment
4th	3 rd Reappointment	2017-2018	4 th Reappointment
5th	4 th Reappointment	2018-2019	5 th Reappointment
6th	5 th Reappointment	2019-2020	Fall: 6 th Reappointment
			Spring: Prepare Tenure & Promotion packet
7th	6 th Reappointment	2020-2021	Tenure & Promotion

If approved, tenure and promotion become effective on September 1st of the next academic year. =
In this example, September 1, 2021

Appointed

Year of Service	Start of ...	Academic Year	Faculty apply for*
1st	Initial Appointment		1 st Reappointment (<i>apply in Spring</i>)
2nd	1 st Reappointment		2 nd Reappointment
3rd	2 nd Reappointment		3 rd Reappointment
4th	3 rd Reappointment		4 th Reappointment
5th	4 th Reappointment		5 th Reappointment
6th	5 th Reappointment		Fall: 6 th Reappointment
			Spring: Prepare Tenure & Promotion packet
7th	6 th Reappointment		Tenure & Promotion

If approved, tenure and promotion become effective on September 1st of the next academic year. =
In this example, September 1, _____

<i>If you want to...</i>	<i>Contact</i>
Clarify the Faculty Personnel Process Guidelines	Kyeanna Bailey (kbailey@jjay.cuny.edu)
Declare your intention to apply for promotion	Provost Yi Li (yli@jjay.cuny.edu) Kyeanna Bailey (kbailey@jjay.cuny.edu)
Receive guidance on crafting your Form C	Matthew Perry (mperry@jjay.cuny.edu)
Finalize your selection of external evaluators	Your department chair
Review what should be included in your external evaluator packet	Your department chair Matthew Perry (mperry@jjay.cuny.edu)
Schedule an appointment to review your hard copy personnel file	send an e-mail to academicaffairs@jjay.cuny.edu
Get support while reviewing your hard copy personnel file	Natalie Plaza (nplaza@jjay.cuny.edu) send an e-mail to academicaffairs@jjay.cuny.edu
Get technical assistance with FIDO	Jennifer Dobbins (jedobbins@jjay.cuny.edu) send an e-mail to academicaffairs@jjay.cuny.edu
Access your Student Evaluation of Faculty reports	SEOF Coordinator (<i>coming soon!</i>) send an e-mail to academicaffairs@jjay.cuny.edu
Find current Memos of Guidance, Timetables, Quick Guides, etc.	send an e-mail to academicaffairs@jjay.cuny.edu check the Faculty Services website (https://www.jjay.cuny.edu/faculty-services)
When in doubt...	send an e-mail to academicaffairs@jjay.cuny.edu