

## 2021-2022 TIMETABLE OF PROCEDURES for TENURE & PROMOTION\*

This Timeline has been updated to provide more time for the School TAP Reviews. The highlighted date below is changed from the timeline published on the Provost's Office Website.

### February 2021

**Friday, February 19:** [Information session](#) on tenure and/or promotion (TAP) from 9:00 a.m.–12:00 p.m., via Zoom.

### March 2021

**By Monday, March 22:** **Candidate emails** their Department Chair, cc'ing their Dean and [interfolio@pace.edu](mailto:interfolio@pace.edu):

1. Letter of Intent
2. List of 5-10 external evaluators and their bio-sketches (in the Letter of Intent)
  - a. *NOTE: Candidates can only select the external evaluators such that they satisfy an "arms-length" relationship, i.e. should be as independent as possible from the candidate. These "arms-length" external evaluators should have no or very limited personal, professional or academic relationships with the candidate that would cause them to be invested in the candidate's promotion. Specific examples of "arms-length" evaluators to avoid when recruiting these external evaluators include former or current dissertation advisors, mentors or employers, and students, co-authors or scholarly collaborators in the last five years. Every precaution should be taken to ensure that evaluators are objective and credible.*
3. FACT sheet

The letter of intent and FACT sheet are available on the Provost's Office website on [Policies and Forms](#) page.

**NOTE: If a candidate decides to request a one-time Tenure Clock Stoppage, this request needs to be sent and approved by March 22, 2021.** The [Tenure Clock Stoppage form](#) is available on the Provost's Office website.

### April 2021

**By Sunday, April 4:** **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.]

**By Sunday April 11:** **Department TAP Committees** form, and, in collaboration with Department Chairs, develop additional suggestions for external evaluators for each candidate. TAP department Chair should inform The Faculty Center (Ally Kimmel) at [interfolio@pace.edu](mailto:interfolio@pace.edu) of Department TAP Committee members.

- Contact [interfolio@pace.edu](mailto:interfolio@pace.edu) if there any changes between April and September 2021 in the Department TAP Committee.

**By Friday, April 16: Department Chairs** send the list of external evaluators and their bio-sketches, developed in collaboration with Department TAP Committees, to candidates for comment.

**By Wednesday, April 21: 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 Monday, April 26: 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.

- Chairs need to check arms-length relationship of external evaluators before approving the list and sending to the Dean's office.

**By Wednesday, April 28: Department Chair** provides feedback to candidate on their draft dossier.

**By April 30: Dean** sends the finalized roster of external evaluators' bio-sketches and contact information, along with any candidate comments on the evaluators, to [interfolio@pace.edu](mailto:interfolio@pace.edu).

### June 2021

**June 1 – 4:** The Academic Portfolio Workshop will be held via Zoom. For more information, please email [The Faculty Center](#).

**By Wednesday, June 9: Candidate** submits the following documents for external evaluation: curriculum vitae, executive summary, scholarship/research statement and scholarship/research supporting documents. Teaching and service dossiers are optional for inclusion in the external review package.

*(Note: these documents do not have to follow the same format and page count as those for Pace Internal TAP Review-the final Dossier that is due in September. Also, you may keep the format of the way publications and such are written (APA, etc.) in the CV for Pace internal review, what matters is the flow, order and elements; you may delete areas not needed or add areas not included.)*

**By Wednesday, June 16:** External evaluators are solicited through Interfolio, with the goal of securing five commitments, and receive access to dossiers.

### August 2021

**By Sunday, August 29:** Letters of evaluation from external evaluators are due.

### September 2021

**By Friday, September 17: Dean's Office** sends a signed and verified FACT sheet form to the candidate.

**By Sunday, September 19: Candidate** submits their full dossier and signed/verified FACT Sheet.

**By Sunday September 19: School TAP committees** form and the list of members is communicated to The Faculty Center ([interfolio@pace.edu](mailto:interfolio@pace.edu)) by the Chair of each committee so that members can receive access to the dossier.

**By Friday, September 24: Department TAP Committees** and **Department Chairs** receive access to candidates' dossiers in Interfolio and begin their review.

*Note: College of Health Professions and School of Education do not have Department TAP Committees. The dossier would go to the Department Chair only.*

### October 2021

**By Wednesday, October 13: Department TAP Committee** submit their evaluations to [interfolio@pace.edu](mailto:interfolio@pace.edu), using the appropriate form. Department Chairs cannot serve on the Department TAP Committee.

**By Friday, October 15: College/School TAP Committees** and **Deans** receive access to candidates' dossiers in Interfolio **to be able to read the material. Note: the review doesn't begin until after the October 22 "Equity and the Pathway to Tenure and Promotion" session with Tiffany Hamilton via Zoom. Between October 15 and October 22, please refrain from discussing/reviewing the case(s). After the October 22 session, review and deliberations may begin.**

**By Wednesday, October 20: Department Chairs** submit an independent evaluation, using the appropriate form, to [interfolio@pace.edu](mailto:interfolio@pace.edu). The 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.

*Note: College of Health Professions and School of Education do not have Department TAP Committees; therefore, the Department Chair would only share their TAP form with the candidate.*

**Friday, October 22 at 12pm: College/School TAP Committees, Deans, and CDFPT** (all those serving in a TAP Review) must attend the "Equity and the Pathway to TAP" Zoom meeting.

<https://pace.zoom.us/j/92795301740?from=addon>

Meeting ID: 927 9530 1740

Password: 725074

### November 2021

**By November 10:** Faculty Councils elect the CDFPT and Appeals Committee representatives and alternates in a timely fashion and submit this information to [interfolio@pace.edu](mailto:interfolio@pace.edu). The 2013 [Faculty Handbook](#) describes the CDFPT and the Appeals Committee in Section 8e.

**By Wednesday, November 10: College/School TAP Committee** submits their evaluations, using the appropriate form, to [interfolio@pace.edu](mailto:interfolio@pace.edu). The written recommendation should provide reasoning on the tripartite indicators and vote counts. A minority report might also be submitted.

**By Friday, November 12:** The 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 Wednesday, November 17:** Dean submits evaluations, using the appropriate form, to [interfolio@pace.edu](mailto:interfolio@pace.edu). The Faculty Center shares a copy of the Dean TAP form with candidate via Interfolio.

### December 2021

**December 9:** Organizational meeting of Council of Deans and Faculty on Promotion and Tenure (CDFPT) is held; at this meeting, the chair, secretary, and two campus-based liaisons to CDFPT-Appeals are elected. The date of CDFPT deliberations (January 10 and 11) is shared with the CDFPT Committee.

**By Sunday, December 12:** Deadline for candidate to self-nominate and dossier addenda submission.

*Note: A self-nomination is only required if candidate was **not** recommended for TAP by Department and/or School TAP Committees. In regards to addenda: if candidate does not have anything new to add or nothing to update, no addendum is needed. If 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.*

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

### January 2022

**Monday and Tuesday, January 10 and 11:** CDFPT meets to deliberate and vote. The CDFPT Chair submits a summary of the deliberations (including the Council's votes) and written recommendations.

**Thursday, January 27:** The secretary of CDFPT submits evaluations, using the appropriate form, and the summary report to [interfolio@pace.edu](mailto:interfolio@pace.edu). 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 simultaneously notifies the President, the Provost, the Dean, the Department Chair and the Location Faculty Councils.

### February 2022

**No later than Thursday, February 3:** The Dean sends notification to each candidate recommended for TAP by CDFPT (note: only the Dean of each school/college share with the candidate). The Provost will contact candidates not recommended by the CDFPT 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 Location Council Meetings:** Location Faculty Councils vote on the CDFPT recommendations and forwards 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 2022

**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.

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

## 2022 Timetable of Procedures for CDFPT Appeal Process\*

**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 2022

**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 8e.

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

### March/April 2022

**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) are submitted to the President at [interfolio@pace.edu](mailto:interfolio@pace.edu), and the candidate is notified.

### May 2022

**Within fifteen (15) calendar days of receiving the Appeals Committee's written recommendation:** The President issues decisions 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 [interfolio@pace.edu](mailto:interfolio@pace.edu) 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.***