

## 2022-2023 TIMETABLE OF PROCEDURES for TENURE & PROMOTION<sup>^</sup>

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

- [Tenure Clock Extension: Policy and Procedure Notice \(PDF\)](#)
- [Faculty Handbook \(PDF\)](#)

All forms and templates referenced in this document are below

- Candidate required forms/templates:
  - [Letter of Intent Template \(DOCX\)](#)
  - [Tenure Clock Stoppage Form \(DOCX\)](#)
  - [Fact Sheet \(DOCX\)](#)
  - [CV Template \(DOCX\)](#)
- Required TAP Forms:
  - [Department TAP committee evaluation form \(DOCX\)](#)
  - [Department Chair or School Dean evaluation form \(DOCX\)](#)
  - [School TAP committee or CDFPT evaluation form \(DOCX\)](#)
- **TAP Committees and Chairs and Deans:** All evaluation forms/letters and lists of committee members should be emailed to The Faculty Center at [interfolio@pace.edu](mailto:interfolio@pace.edu) (this is a Pace internal email address.)
- If you need assistance with the forms, please email Ally Kimmel at [akimmel@pace.edu](mailto:akimmel@pace.edu).
- **There will be a mandatory meeting on Friday, August 26, 12:00 to 1:30pm:** Department Chairs, Department TAP Committees, 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.

### December 2021

**Friday, December 10:** Information session on tenure and/or promotion (TAP) from 12:00 to 1:30 p.m., via Zoom.

Join Zoom Meeting

<https://pace.zoom.us/j/99083590555?from=addon>

Meeting ID: 990 8359 0555

Password: 333773

## February 2022

**By Monday, February 14: Candidate emails** their Department Chair, cc'ing their Dean and The Faculty Center:

1. Letter of Intent (use template above)
2. List of a minimum of 10\* external evaluators and their bio-sketches (in the Letter of Intent)
  - a. *Note from the [Tenure and Promotion Process](#) guidelines: 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. 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.*
3. FACT sheet (use template above)

*\*Due to challenges with obtaining the minimum of 5 external evaluations, this should reduce the need to ask for additional names at a later point in the year.*

**NOTE: If a candidate whose Tenure Review date is 2022-2023 decides to request a one-time Tenure Clock Stoppage, this request needs to be approved by February 14, 2022 (using template above).**

## March 2022

**By Tuesday, March 1: Faculty Center** holds a session on tutorial/instruction of dossier development and Interfolio by Zoom.

**By Sunday, March 6: Candidate emails** a draft dossier to their Department Chair (and in CHP-Associate and Vice Deans) 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.*

**By Friday, March 11: Department TAP Committees form (CHP and SOE School TAP Committees form), and, in collaboration with Department Chairs (and in CHP Associate and Vice Deans), develop additional names of external evaluators for each candidate.**

- *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.\****

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

**By Tuesday March 22: TAP Department Committee Chair** informs The Faculty Center of Department TAP Committee (CHP and SOE School TAP Committees) 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 (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.**

**By Wednesday, March 23: Department Chairs** send the list of external evaluators and their bio-sketches, developed in collaboration with Department TAP Committees, CHP School TAP Committee and CHP Associate and Vice Deans, SOE School TAP Committee, to candidates for comment.

**By Friday, March 25: 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, March 28: 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 check the arms-length relationship of external evaluators before approving the list and sending it to the Dean's office.
- 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.

**By Wednesday, March 30: Department Chair** provides feedback to the candidate on their draft dossier.

**By Wednesday, March 30: Dean's Office** sends the finalized roster of external evaluators' bio-sketches and contact information, along with any candidate comments on the evaluators, to The Faculty Center.

**By Thursday, March 31: The 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 that accepted at a later date in May.*)

## May 2022

**By Wednesday, May 11: Candidate** submits the following documents for external evaluation: 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.*

**By Wednesday, May 18:** 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 7.

**By Tuesday, May 31: Dean's Office** reaches out to 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 August 8).

**By Tuesday, May 31:** 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 8e.

## June 2022

**June 6 to 9:** The Academic Portfolio Workshop is held. For more information, please email [facultycenter@pace.edu](mailto:facultycenter@pace.edu).

## August 2022

**By Sunday, August 7:** Letters of evaluation from external evaluators are due.

**By Sunday, August 7: Dean's Office** sends a signed and verified FACT sheet form for each candidate to The Faculty Center.

**By Monday, August 8: College/School TAP committees** form, and the list of members is communicated to The Faculty Center by the **Dean's office**.

**By Monday, August 8: Department TAP Committee Chair** informs The Faculty Center if there are any changes to the members in the Department TAP Committee.

**By Sunday, August 14: Candidate** submits their full dossier to the Faculty Center (via online drive). The Faculty Center uploads the candidates' full dossier to their case in Interfolio to be approved and submitted by the candidate by **August 28**.

*Note: The CV Template is required. You may keep the format of the way publications and such are written (APA, etc.) in the CV template, what matters is the flow, order and elements; you may delete areas not needed or add areas not included.*

**Friday, August 26, 12:00 to 1:30pm: Department Chairs, Department TAP Committees, 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. Ally Kimmel will send out invites.**

## September 2022

**By Thursday, September 1: 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 review and cannot ask for their dossier before the review begins. If you have any questions or need clarification or other files, please email Ally Kimmel.*

**By Thursday, September 22: Department TAP Committee Chair** submits evaluations, using the appropriate form, to The Faculty Center.

**By Thursday, September 29: Department Chairs** submit an independent evaluation, using the appropriate form, to The Faculty Center. 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.

**By Friday, September 30: College/School TAP Committees and Deans** receive access to candidates’ dossiers in Interfolio and begin their review.

## October 2022

**By Sunday, October 30: College/School TAP Committee** submits their evaluations, using the appropriate form, to The Faculty Center. The written recommendation should provide

reasoning on the tripartite indicators and vote counts. A minority report might also be submitted.

**By Monday, October 31:** 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.

## November 2022

**By Monday, November 21:** Dean submits evaluations, using the appropriate form, to The Faculty Center. The Faculty Center shares a copy of the Dean TAP form with candidate via Interfolio.

## December 2022

**Friday, December 2, 12:00 to 2:00pm:** 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 9 and 10) is shared with the CDFPT Committee.

**By Sunday, December 4:** 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. With 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 16:** CDFPT receives access to candidates' dossiers in Interfolio and begins their review.

## January 2023

**Monday and Tuesday, January 9 and 10:** 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 26:** The secretary of CDFPT submits evaluations, using the appropriate form, and the summary report 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 simultaneously notifies the President, the Provost, the Dean, the Department Chair and the Location Faculty Councils.

## February 2023

**No later than Thursday, February 2:** The Dean sends notification to each candidate recommended for TAP by CDFPT. 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 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 2023

**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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## 2023 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 2023

**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 2023

**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 Faculty Center, and the candidate is notified.

## May 2023

**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 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.***