

2019-2020 TIMETABLE OF PROCEDURES - PROMOTION & TENURE

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

CDFPT

APRIL, 2019

Friday, April 12: Information session on tenure and promotion and workshop from 9:00-noon.

By Tuesday, April 30: Candidates should sit with their Chairs to come up with a list of confidential internal and external references.

MAY, 2019

Wednesday, May 1: All candidates for promotion and tenure are required to submit a brief letter of intent to the Dean of their College/School with copies to their Department Chair and the [Provost Office](#).

Candidates should provide a list of five (5) internal and five (5) external references (provide first and last names and emails) who would provide letters of recommendation, developed with the consultation of the Chair/Dean, and to be submitted to their case in Interfolio. External recommendation letters are strongly encouraged by Dean, Dept. Chair or designee.

Wednesday, May 8: Training, location in **Pleasantville**, for Interfolio for all candidates who are intending to go up for promotion and/or tenure. [Email Ally Kimmel](#) for questions or registration.

Thursday, May 9: Training, location in **New York City**, for Interfolio for all candidates who are intending to go up for promotion and/or tenure. [Email Ally Kimmel](#) for questions or registration.

JUNE, 2019

Monday, June 3 – 6: The Academic Portfolio Workshop will be held on the Midtown Campus. For more information, please [email Jim Stenerson](#).

Tuesday, June 4: Submit scholarly documents to send to references on Interfolio. Documents required: curriculum vitae, executive summary, research statement, and publications. Optional documentation: Teaching and Service statements.

These documents must be uploaded and submitted in your case in Interfolio by **June 4th**. The school representative will then solicit the confidential references with this information.

Please note: candidates may not communicate or send information directly to their confidential references during the TAP process (June 2019 – January 2020). All documents and communication are done through Interfolio and are confidential.

The deadline for receiving the external and internal letters from the references is **Wednesday, August 14**.

AUGUST, 2019

Wednesday, August 14: All candidates for promotion and/or tenure should send their signed FACT sheet to the Dean's Office **AND** submit it to their case in Interfolio. (Please note, the FACT sheet needs to be first sent to the school representative for review and Dean's signature.)

Wednesday, August 14: All letters of recommendation for promotion and/or tenure (from internal and external references) are due in Interfolio.

Thursday, August 29: Deadline for candidates to complete their dossiers for Department TAP review and to upload it to their case in Interfolio.

SEPTEMBER, 2019

Wednesday, September 25: Department TAP Committee reviews the candidate's dossier and submits their recommendation to the school representative to upload to the candidate's case in Interfolio. Please note that the Department Chair may not serve on the Department TAP committee.

Friday, September 27: Departmental Chairperson submits an independent recommendation to the school representative to upload to the candidate's case in Interfolio. The candidate receives copies of the Department TAP and Departmental Chairperson recommendations through Interfolio, sent by the school representative.

OCTOBER, 2019

Thursday, October 10: Deadline for candidates to submit any dossier changes/additions, after reviewing the Department TAP/Chair recommendations, to their case in Interfolio. (Label each revised file with the word "revision" and date. Example: CV_Revision_10-19.)

Note: All candidates' dossiers that were submitted for the August 29 deadline are locked and those files will not be allowed to be edited. Any new or changed information must be submitted as new documents.

NOVEMBER, 2019

Friday, November 8: College/School TAP Committee reviews the candidates' dossiers and submits recommendations to the school representative to upload to the candidate's case in Interfolio. The written recommendation should provide reasoning on the tripartite indicators and vote counts. A minority report might also be submitted. The candidate receives copies of the College/School TAP recommendation through Interfolio, sent by the school representative.

Friday, November 15: Dean reviews each candidate's dossier and submits recommendations to the school representative to upload to the candidate's case in Interfolio. The candidate receives copies of the Dean's recommendation through Interfolio, sent by the school representative.

Monday, November 25: Candidates who wish to self-nominate submit self-nomination letter to the [Provost Office](#) and upload to the letter to their case on Interfolio.

Tuesday or Wednesday November 26 or 27: Organizational meeting of CDFPT is held; chairperson, secretary, and two campus-based liaisons to CDFPT-Appeals are elected at the Organizational meeting.

DECEMBER, 2019

Thursday, December 12: Deadline for candidates to submit **FINAL** dossier changes/additions and ADDENDUM material, after reviewing the College/School TAP and Dean recommendations, to their case in Interfolio. (Label each revised file with the words "final revision" and date. Example: CV_Final-Revision_12-19.)

Note: All candidates' dossiers that were submitted for the August 29 deadline are locked and those files will not be allowed to be edited. Any new or changed information must be submitted as new documents.

JANUARY, 2020

January 6-17: Council of Deans and Faculty on Promotion and Tenure (CDFPT) meets to deliberate and vote. Council chair summarizes votes and recommendations.

No later than Friday, January 31: Within one (1) week of committee meeting, CDFPT Committee report is due to the Office of the Provost and Location (New York City and Westchester) Faculty Councils.

No later than Monday, February 3: The Provost Office submits the CDFPT recommendations to Interfolio per candidate. The Provost Office also sends notification to each candidate recommended for tenure and/or promotion, and to each candidate not recommended for tenure and/or promotion. The date of the notification letter is the appeal date and starts the thirty (30) day appeal period as stated below.

FEBRUARY, 2020

February Location Council Meetings: Location Faculty Councils vote upon recommendations; the votes are then forwarded to the Provost.

The Provost reviews the recommendations of the CDFPT and Location Faculty Councils and forwards them to the President together with his/her own separate recommendations. President reviews dossiers, taking into account the votes and recommendations at all previous levels of consideration.

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.

FEBRUARY/MARCH, 2020

Within one (1) week from when the candidate is sent written notification of the CDFPT decision by the Provost Office (“appeal date”): Candidates who may wish to appeal the decision must submit an appeal intent to the Provost Office. Notice of appeal intent is needed to create the appeal case on Interfolio. Please note the appeal intent is not the letter of appeal and is not binding.

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

Within fifteen (15) calendar days of deadline to submit Letter of Appeal: Appeals Committee begins review of appeal(s).

MARCH/APRIL/MAY, 2020

Within sixty (60) calendar days of appeal date: Appeals Committee recommendation(s) are submitted to the President and the candidate(s) is notified. The Provost Office submits the Appeals Committee recommendation(s) to Interfolio per candidate.

Within fifteen (15) calendar days of receiving the Appeals Committee’s written recommendation: 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. Successful candidates are officially notified before the following academic year convenes. The Provost Office submits President and Board of Trustees’ recommendations to Interfolio per candidate.

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