

New York City College of Technology

OF THE CITY UNIVERSITY OF
NEW YORK

Peer Committee Report

Date Promotion to
Faculty Member Department

It is the peer committee's responsibility to evaluate each candidate following the Bylaws of the University Board of Trustees criteria for promotion:

For promotion to the rank of associate professor, the candidate must possess a record of significant achievement in his/her field or profession, and evidence that his/her alertness and intellectual energy are respected outside his/her immediate academic community. There must be evidence of continued growth and effectiveness in teaching, service to the department/ college/ university/ community and professional relationships with colleagues.

For promotion to the rank of professor, in addition to the qualifications for associate professor, the candidate must possess a record of exceptional intellectual, educational or artistic achievement and an established reputation for excellence in teaching and scholarship in his/her discipline.

For non-teaching faculty the candidate must possess a record of significant achievement in his/her profession and evidence that his/her competence and achievements are recognized and respected outside his/her own immediate community.

GENERAL GUIDELINES FOR REVIEW COMMITTEES (DEPARTMENT PEER, AD HOC, OR COLLEGE P&B)

The consideration of the candidate shall be an independent one, based solely on the candidate's file and without consultation or discussion with anyone else on or off the committee except as provided for in the procedure.

- a. All members of a Review Committee are obligated to review the official file of all candidates who come before the Committee and to base their votes solely on the material contained there. The official file is kept in the Office of Faculty and Staff Relations (OFSR).*
- b. Any discussion of the action or the candidate outside of the Review Committee constitutes a breach of confidentiality. If any problems or questions arise from a study of the material in the file, these should be presented only at the Review Committee and not discussed beforehand.*
- c. All decisions require positive votes from the majority of those **eligible** to vote. Committee members are advised that an abstention has the effect of a negative vote.*

Each Review Committee acts with information provided by earlier reviews, but is not bound by the actions of earlier reviewers; it makes an independent judgment of the candidate's file. All evaluations, whether by a department or a College committee, are advisory to the President.

***"Guidelines for Faculty Personnel Process,"** available on the OFSR Webpage, provides more detailed information on criteria for promotion.*

The Peer Committee Report should consider the candidate's progress in the areas of teaching, scholarly and professional growth, and service, as well as professional relationships with colleagues. The peer committee should prepare a report that indicates:

- The committee's positive or negative recommendation.
- Whether the evidence in the candidate's file in the three areas of teaching, scholarship, and service upon which that recommendation is based meets the criteria for promotion, and
- The signatures of all members of the committee.

Minority reports may be submitted. The actual vote should not be included in the report but should be reported in a separate memo that accompanies the report (See below). **Both documents should be submitted to OFSR with this cover page by the deadline, with copies to the School Dean and the Provost.**

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Memorandum

Date:

To: Executive Director, OFSR

From:

Subject: Peer Committee Recommendation for Prof.

On _____ the _____ Department Peer Committee for the rank of
Associate Professor Professor, met to vote on the candidacy of Prof. _____. The
Committee recommends _____ does not recommend Prof. _____ for the rank of
Associate Professor Professor.

The Committee vote was: