

New York City College of Technology

OF THE CITY UNIVERSITY OF NEW YORK

Guidelines for Faculty Personnel Processes

Approved by New York City College of Technology College Council November 7, 2023

Introduction

This document was developed to summarize guidance available to the faculty, both those serving on personnel committees and those considering or coming up for personnel actions, on the procedures, documentation, and assessment criteria involved in the reappointment, tenure, and promotion process at New York City College of Technology. The organization and much of the language in this document follow closely a similar document developed at John Jay College of Criminal Justice, with changes made to accommodate the mission, governance plan, and academic program at New York City College of Technology. We acknowledge with appreciation the work of the faculty and administrators of John Jay College.

In the City University of New York, the procedures and assessment criteria involved in making academic personnel recommendations and decisions are governed by the Bylaws and Policies of the Board of Trustees of the City University of New York, including the Statement on Academic Personnel Practice of the City University of New York, and the Max-Kahn Memorandum. Nothing in these guidelines should be interpreted as contradicting CUNY Bylaws, policies, and procedures. The College Charter further defines the structure, composition, and responsibilities of the College governance bodies involved in the process, and the responsibilities of the college officials involved in each step of the process.

This document applies to members of the instructional staff in the following ranks: distinguished professor, professor, associate professor, assistant professor, instructor, distinguished lecturer, lecturer, chief college laboratory technician, senior college laboratory technician, and college laboratory technician.

All votes on personnel actions by the College Committee on Personnel and Budget are advisory to the President of the College.

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I. The Candidate's File and the Professional Activity Report and Self-Evaluation

A. Personnel File Organization and Updates

1. The Personnel File is the college's principal record of the faculty member.
2. Candidates who intend to apply for promotion and/or fellowship leave or scholarly incentive award must submit a Candidate's Request for Personnel Action form (RPA) signed by the candidate and the department chair and noted by the school dean and the Provost. Before consideration for any personnel action, a candidate must submit to the Office of Faculty and Staff Relations (OFSR) an updated Professional Activity Report and Self-Evaluation (PARSE), which summarizes and evaluates professional activity. The PARSE should be submitted electronically subject to I.A.7. Candidates for fellowship leave or scholarly incentive award need only update the Scholarly and Professional Growth section of the PARSE.
3. The candidate must also submit to OFSR documentation, as indicated on the PARSE, for each item listed. **Items lacking documentation will not be considered.** For particularly voluminous files, the candidate may wish to include a table of contents. Hard copies or digital copies in published form of all publications under consideration for promotion are required as documentation.
4. **It is ultimately the responsibility of the candidate to put together the file so that it most accurately and positively reflects the case for an affirmative personnel action.**
5. Candidates have the right at all times to review their personnel file, with the exception of external letters of reference and evaluation, the actual vote counts, and any other materials excluded pursuant to CUNY policy.
6. Each year OFSR will set closing dates for the annual review in the spring and for the beginning of the review processes for reappointment and tenure and for promotion in the fall. An updated PARSE should be submitted and faculty files completed before the spring closing date for the annual evaluation conference with the Chair, at which point the file is closed as defined in I.A.7 below. Candidates who wish to add information to their files during the period between the completion date for the annual evaluations in the spring and the date stipulated for the review process to begin in the fall must contact the Chair, who will submit to OFSR via the Dean. Such additions are generally limited to material not available at the time of the annual evaluation. See section II.A.5. for other exceptions and for procedures to follow in the event that significant information adverse to the candidate is raised.
7. When a file is closed for the review process, additions and changes to the file are not permitted except as outlined in section II.A.5 or under exceptional circumstances (such as a filing error that would materially affect the accuracy of the record). Such additions or changes require the permission of the Provost, the recommendation of the Chair, and the consent of the candidate signified by the candidate's initials on the document to be added. The Dean should also be informed of additions and changes. Additional information received for the files that is not added is retained by OFSR for inclusion after consideration of the current personnel action is complete. The file

reopens once the current personnel action is complete as reflected in a documented action by the President.

8. The general organization of personnel files is determined by the Provost in consultation with the OFSR Director, and may change from time to time based on evolving policies, procedures, operations, and technologies. However, there shall always be a confidential section or sections of the files as described in I.A.5 above.

B. The Professional Development Plan (PDP)

1. Tenure-track faculty members develop a Professional Development Plan (PDP) during the first year of service, in consultation with the Chair and reviewed by the Dean. The PDP outlines goals in teaching, service and scholarly and professional development for each of the first seven years up to tenure. Candidates for a first year reappointment (reappointment for a second year) prepare a PDP prior to the vote on reappointment for a second year. Candidates may alter the PDP in consultation with their Chair and Dean.
2. For subsequent reappointment and tenure reviews, the PARSE provides a means of documenting progress toward achieving the goals and targets that are described in the PDP, as well as providing an opportunity to explain changes to the PDP.

C. The Professional Activity Report and Self-Evaluation (PARSE)

1. The Professional Activity Report and Self-Evaluation (PARSE) is a faculty member's documentation of her/his accomplishments during each academic year and cumulatively. It was developed for the faculty to demonstrate general progress in the three principal areas of teaching, service, and scholarly and professional growth. Lecturers are not expected to produce creative and/or scholarly works. In addition, the PARSE provides faculty members who are candidates for personnel actions with an instrument to present to departmental and College review committees. The PARSE provides an opportunity to explain the faculty member's contributions with special emphasis on contributions while at New York City College of Technology (NYCCT). For guidance on how candidates are evaluated, see Sec. III.
2. All full-time faculty members who are untenured or do not have a Certificate of Continuous Employment will submit a PARSE annually, in time for the preparation of the annual evaluation. After submission, the PARSE is included in the Personnel File. Tenured faculty applying for promotion should submit an updated PARSE and RPA in accordance with the OFSR calendar. Full Professors applying for fellowship leave or scholar incentive leave shall update the section on scholarship (or creative/professional work) and professional growth.
3. The background section is concerned with employment and educational history.
4. Under no circumstances can an item of work be listed in more than one of the three categories of teaching, service or scholarly and professional growth.

5. If a faculty member includes an item that was considered in their hiring at the college or for a previous promotion then they must clarify which work has been completed since their hiring or promotion. A description should be put in the self-evaluation, and documentation that the work was done during the period under consideration for promotion must be included among the supporting evidence. This includes items previously listed as works in progress.

6. Teaching

In this section, list only items since appointment to the tenure-track line, instructor/lecturer line, or last promotion, whichever is later. Student and peer evaluations of teaching do not belong here but rather in the Teaching Portfolio.

- a. In item 16, list all course numbers and titles taught at NYCCT in reverse chronological order by semester and year.
- b. In item 17, list other teaching/instructional responsibilities. Among others, these may include:
 - Curriculum development and assessment
 - Internship supervision (unless listed as a course above)
 - Formal academic advisement
 - College-wide programs (e.g. College Now, Learning Communities)
 - Teaching outside City Tech (including teaching at the CUNY Graduate Center, CUNY School of Professional Studies Online Degree Program, visiting appointments, etc.)
 - Theses or Dissertations Supervised (include topic/title, name of student and expected date of completion or date of completion)
 - Other (explain)

7. Scholarly and Professional Growth

- a.
 - i. In item 18, candidates for promotion should list all publications and production divided into six subcategories. Candidates for reappointment and tenure need only list items in categories 18.A(i) and 18.B(i). This section of the PARSE is optional for faculty on the lecturer line.
 - 18.A List all examples of refereed (peer-reviewed) publications and production in reverse chronological order. (All unpublished work is to be listed under item 19 – see below.)
 - 18.A(i) List refereed (peer-reviewed) work published since the last successful promotion application.
 - 18.A(ii) List refereed (peer-reviewed) work published prior to the last promotion, but after appointment to the tenure track line at NYCCT
 - 18.A(iii) List refereed (peer-reviewed) work published prior to appointment to the tenure track line at NYCCT.

- 18.B List examples of non-refereed (non-peer-reviewed) publication and production in reverse chronological order. (All unpublished work is to be listed under item 19 – see below.)
 - 18.B (i) List non-refereed (non-peer-reviewed) work published since the last successful promotion application, but after appointment to the tenure track line at NYCCT.
 - 18.B (ii) List non-refereed (non-peer-reviewed) work published prior to the last promotion, but after appointment to the tenure track line at NYCCT.
 - 18.B (iii) List non-refereed (non-peer-reviewed) work published prior to appointment to the tenure track line at NYCCT.

- ii. Publications submitted in support of an application are to be in published form (with the exceptions for creative work noted above), or in galleys or page proofs. Works not at this stage should not be listed as publications, but as unpublished work under item 19. For a journal article, if galleys are not available, an acceptance letter from the editor of the journal is acceptable, along with a copy of the text in its final form i.e. the journal article should be accepted but not with revisions pending. Unpublished work, if accepted for publication, is to be listed under item 19.A if refereed (peer-reviewed) or under item 19.B if non-peer-reviewed. Unpublished work submitted, but not yet accepted for publication is listed under 19.C. Work that is not yet submitted for publication is not listed under item 18 nor 19 but can be mentioned in the self- evaluation.

- iii. Within each sub-category, material shall be listed in reverse chronological order, with the most recent works first. All citations shall be complete, including page numbers. It is the responsibility of the candidate to make sure that the PARSE has proper citations.

- iv. Documentation is required for any item to be considered. As per I.A.3., and I.A.7. above, documentation must be deposited in OFSR before the file is closed.

Non-print works: documentation in the form of audio or video recordings, visual presentations, etc. should be made available in appropriate format to OFSR. OFSR will make these accessible by providing the necessary equipment to the members of review committees or the College P&B.

E-publications and web-based materials: When e-publications conform to the categories listed above, the candidate should provide a link and a full URL.

- v. The following is a list of possible items to be listed as publications and productions. Note that special emphasis is placed on rigorously peer-reviewed scholarship and creative activity in fields where such review is practiced. This list is not exhaustive; other categories should be used, as needed, to identify candidates' professional production or publication within the context of their discipline. All material listed as peer-reviewed must be accompanied by evidence of this peer-review. Evidence of peer-review may include though is not limited to: listing of the journal in a recognized index, correspondence with editors and publishers, or a book published by a university press. Listing in Google Scholar is not evidence of peer-

review. Departments are encouraged to submit standards for peer-review which may be included by the Provost's office when instructing ad hoc committees. When the candidate is one of multiple authors or contributors, a brief explanation of the candidate's contribution will strengthen the application.

- Articles— peer-reviewed scholarly journals (print or online).
- Articles—non-refereed scholarly journals (print or online)
- Articles—non-scholarly print or online publications (i.e., magazines, newsletters, non-scholarly journals, etc.)
- Books—peer-reviewed scholarly.
- Books—edited
- Books—other
- Book chapters—peer-reviewed.
- Conference presentations—peer-reviewed including proceedings.
- Conference presentations—not peer-reviewed including proceedings
- Creative works in peer-reviewed literary journals.
- Creative peer-reviewed work in other venues (e.g., performances, exhibitions, etc.).
- Custom-published works/ self-published works (must be so identified)
- Encyclopedia articles
- Law review articles
- Patents granted
- Reports (for outside organizations such as government agencies, professional organizations etc.) if this was paid work this must be specified and the amount must be stated
- Performances, or translations of one's work
- Reviews of others' scholarship written by the candidate
- Translations
- Other scholarly, technological, or creative/professional works

- b. In item 19, list unpublished work. This includes any material that is not in published form or in galley proof or page proof form. Articles accepted with revision should be listed as submitted for publication unless evidence is given that the revisions are minor. see I.C.5 above.
- c. In item 20, list all honors, prizes and awards. Also list reviews of the candidate's work as well as reprints and translations. These act as indications of the quality of the work and its recognition outside the immediate academic community
- d. In item 21, list all grants awarded. Include the funding agency of the grant, role of the candidate, and a list of collaborators. Provide grant number, amount, and duration of the grant. For collaborative grants, indicate amount earmarked for NYCCT. Include an evaluation of what was accomplished with the grant.
 - 21. A List externally funded grants.
 - 21. B List internally funded grants (e.g., CUNY, PSC, GRTI)

8. Service

In this section, list only items since appointment to the tenure track line or last promotion, whichever is later.

List dates of service from start to finish, name of position/committee/endeavor/project, role played and brief scope of work.

9. Self-evaluation

In this section, a faculty member calls attention to only their most significant work in each category since their appointment to the tenure track line or their last promotion. Candidates should not simply repeat or summarize information listed on their PARSE but rather use the self-evaluation as an opportunity to discuss their professional progress, point out aspects of their professional career that may need elaboration and clarification, or emphasize strengths that might be heretofore unnoticed or unappreciated. The Self-Evaluation section of the PARSE should be concise, and limited to 3 pages or fewer, single-spaced.

10. Faculty members will submit the PARSE to their department chair in advance of the annual evaluation conference, observing the closing date set by OFSR. Once any agreed upon changes have been made and the evaluation signed, candidates will submit the PARSE directly to the OFSR office.

D. The Annual Evaluation Conference and the Annual Evaluation Conference Memorandum

1. Pursuant to Article 18.3 of the PSC Collective Bargaining Agreement (CBA), at least once a year, each employee other than tenured Full Professors shall have an evaluation conference with the department chairperson or a member of the Department Appointments Committee to be assigned by the Chair. Tenured Full Professors may be evaluated. At the conference, the employee's total academic performance and professional progress for that year and cumulatively to date shall be reviewed. The PARSE is the format in which the faculty member records general progress in the three principal areas of teaching, scholarly and professional growth, and service, as represented in his or her file. The file serves as the basis for the annual evaluation. Following this conference, the Chair or the assigned member of the Department Appointments Committee shall prepare a record of the discussion in memorandum form for inclusion in the employee's personnel file. Within ten working days after the conference, a copy of the memorandum shall be given to the employee. If the overall evaluation is unsatisfactory, the memorandum shall so state. The employee in such case shall have the right to endorse on the memorandum a request to appear in person before the Department Appointments Committee.
2. In assessing the employee's total academic performance and professional progress, the Chair or evaluator may include the following topics and issues:
 - The candidate's activities and accomplishments during the previous year, and how those activities and accomplishments contribute to the success of the department and the College;
 - The candidate's accomplishments in the three areas of evaluation presented in section III herein: teaching, scholarship and creative/professional work, and service;

- How the candidate's research, scholarship, or creative/professional work satisfies departmental or disciplinary criteria explained in section III.C.1.c.;
- Extraordinary circumstances;
- Observations related to the guidance in section III.A. General Guidance for Candidates;
- Significant aspects of service, research, scholarship, creative/ professional work, or teaching which a reviewer might not otherwise understand;
- When the candidate is being considered for reappointment, an explanation of the relationship to the candidate's PDP for the remaining years before tenure consideration.

E. The Third Year Review for Tenure-Track Faculty by the Dean

Effective March 2011, the CUNY Board of Trustees adopted a policy requiring a review of each tenure-track faculty member at the end of his or her third year of service "In order to ensure that each tenure-track faculty member has adequate guidance on the progress s/he is making towards meeting the standards for tenure. " As implemented at New York City College of Technology, the procedure has the following steps:

1. The school dean (Dean) reviews the PARSE and personnel file of each untenured tenure- track faculty member in the spring of his/her third year of service, following the annual evaluation conducted pursuant to the PSC/CUNY collective bargaining agreement.
2. The Dean meets with the chairperson of the faculty member's department to discuss the faculty member's progress.
3. The Dean prepares a memorandum to the Chair regarding the faculty member's progress toward tenure and setting forth recommendations for any additional guidance to be provided to the faculty member.
4. The Dean's memorandum is provided to the faculty member and discussed with him/her by the Chair and the Dean. Following the meeting, the Dean may, where appropriate, attach an addendum to the memorandum based on the Dean's participation in the meeting or the Chair's report of the meeting to the Dean. In accordance with the procedures set forth in the collective bargaining agreement between the University and the Professional Staff Congress, the faculty member shall be asked to initial the Dean's memorandum and addendum, if any, before it is placed in his/her file, and the faculty member shall have the right to include in his/her personnel file any comments s/he has concerning the Dean's memorandum.

II. The Personnel Process

A. General Guidelines about the Process

1. Recommendations to the President regarding the reappointment, tenure, and promotion of academic personnel are made by the College Personnel & Budget Committee (P&B), following recommendations made at the department level and by College review committees. The College P&B consists of the chairs of the academic departments and the Provost. The Executive Director of OFSR serves as secretary to the committee without vote.
2. Review Committees for reappointment and tenure are composed of department chairs elected by the College P&B. The composition of Review Committees for promotion to the ranks of Associate Professor and Full Professor is discussed in section II.C. below.
3. Those portions of all meetings of Departmental, Review, and College P&B Committees at which personnel actions are discussed are considered confidential. Members of the committees should be aware that discussing candidates outside such meetings is not permitted and is considered by the College to constitute misconduct. The Max-Kahn Memorandum states, with respect to confidentiality:

We likewise believe that it would be professional misconduct for a member of a P&B committee to disclose the substance or even the nature of the discussion at the P&B meeting. As far as the actions of a Department and/or its committees in respect to a candidate are concerned, only the Chairman of the Department should be empowered to discuss these actions with a candidate. As far as the actions of the college P&B committee, with respect to a candidate are concerned, only the president of the college or his designee should be empowered to discuss these actions with a candidate.

4. The OFSR file is the official file. Those participating in the review of a candidate at any level (Departmental, Review Committee, College P&B) are expected to make their assessments on the basis of the official file. Only information contained in a candidate's official file shall be considered in committee discussions or used in the evaluation of a candidate at any level, whether by the Departmental, Review, or College P&B Committees.
5. Adding material to the file once it is closed.

Supporting material: Once a file is closed, with the exception of additional supporting material introduced pursuant to sections I.A.6 and I.A.7, the Departmental, Review, or College P&B committees shall not consider any materials outside of those contained in the employee's personnel and administrative files with the following exceptions:

- i. If the candidate had scholarly work listed as under peer-review when the file is closed and that work is subsequently accepted for publication without revision then this work along with supporting evidence showing the significance of the journal or publisher shall be considered.

- ii. If the candidate had a presentation scheduled to occur during the period of review and the presentation is made then evidence of that presentation shall be considered.

Potentially seriously adverse material: Should it happen that a member of a committee becomes aware of any potentially seriously adverse information or materials, such as a complaint about an employee not contained in the personnel file, s/he shall immediately bring the matter to the attention of the Chair, who shall contact the College's legal designee for guidance as to whether the information should be placed in the file and what procedure if any should be followed.

6. Members of any Departmental, Review, or College P&B committee must recuse themselves from any deliberation or vote where their participation might reasonably create an impression that the candidate would improperly influence him or her or unduly enjoy his or her favor, or that the committee member is affected by the kinship, rank, position, or influence of the candidate or any party or person.
7. The specific votes taken in a candidate's case, whether at the Department Appointments Committee, a Review Committee of the P&B, or at the College P&B, shall not be discussed with or disclosed to the candidate or any other person not having official access to the record of the case. Notwithstanding these restrictions the recommendation made by the P&B must be disclosed to the candidate in a meeting with their department chair within ten working days of the end of the P&B committee's review of candidates for that rank.

B. Department Committees

The first vote in a personnel action is the responsibility of a departmental committee. All votes are based on a review and discussion of the candidate's file. Each member of the Department Appointments Committee and the department Peer Committee is obligated to review the entire official file of the candidate, including the PARSE. The official file is in OFSR. At the departmental level, the procedure for reappointment, certification, and tenure differs from that followed for promotions.

1. Reappointment, Certification, or Tenure—Department Appointments Committee
 - a. Department Appointments Committees meet in early September to vote on a candidate's reappointment, certification, or tenure. (Reappointment for the second year is voted on in the spring of the first year).
 - b. Department Appointments Committees shall not meet with the candidates except when the candidate is exercising a contractual right (Section 18.2.a. of CBA) to meet with the committee in regard to an unsatisfactory evaluation. See section I.C.1. above.

- c. As soon as possible, the Chair (or a designated member of the Committee) will inform the candidate as to whether the Department Appointments Committee vote was negative or positive. Actual vote counts shall not be communicated to the candidate. No other member of the Committee is to discuss the Committee action with the candidate and it is not appropriate for candidates to request such discussion with any members of the Committee. The Chair shall be available to the candidate for guidance about the process.
- d. The department vote, noted by the Dean, is sent to OFSR via a transmittal form and becomes incorporated into the candidate's file for the next committee level, the Review Committee. OFSR will notify the Provost of the department vote. Department Committees should meet according to the schedule in IV.B. so that the work of the Review Committee(s) will not be delayed.

2. Promotion

- a. At the beginning of each academic year, the Director of OFSR issues a personnel calendar posted on the OFSR Webpage as the Instructional Staff Calendar, which includes deadline dates for the promotion process. OFSR also sends to each Chair a listing of those faculty members eligible to apply for promotion and will notify each eligible candidate. Any individual who does not receive notification and questions the eligibility listing should contact the Director of OFSR.
- b. Faculty members indicate the wish to be considered for promotion by submitting a PARSE updated to reflect the cumulative record. The PARSE will contain a summary of all activity since the candidate's last promotion or since appointment to the rank of Assistant Professor. The candidate must submit the PARSE as directed by the Provost. The PARSE is accompanied by a Candidate's Request for Personnel Action form (RPA) signed by their Chair and noted by their Dean and the Provost. This action will constitute a request that the candidate's career at New York City College of Technology to date, as reflected in the PARSE and supported by documentation, be reviewed and evaluated for that purpose. Applications of candidates as well as the required evaluations must be filed with OFSR by the announced deadline dates.
- c. The candidate for promotion must also submit to OFSR by the posted deadline documentation for each item listed on the PARSE. Candidates document their record of teaching in a teaching portfolio submitted to OFSR as part of their file. Items lacking documentation will not be considered.

3. Review Process—Departmental level

At New York City College of Technology, the promotion process to the senior ranks originates with an evaluation by the departmental peer committee. For promotion to the rank of professor, the peer committee is composed of all Full Professors in the department; for promotion to the rank of Associate Professor, the committee consists of all Associate and Full Professors in the department. The following procedures are to be followed at the departmental level.

- a. Department Chairs
 - i. have all eligible candidates observed during the fall semester, review the observations with the candidates within a three week period, and prepare the appropriate memoranda;
 - ii. determine from the candidates whether they wish to appear before the peer committee;
 - iii. consult with the school dean prior to the peer committee's evaluation of the candidate;
 - iv. convene the peers to discuss each candidate and to elect a representative to be interviewed by the ad hoc promotion committee of the College P&B;
 - v. hold a conference with each candidate to discuss the Peer Committee Report and minority report (if any) and reflect the discussion in a memorandum signed by the Chair and candidate, a copy of which should be given to the candidate. The Chair will inform the candidate that if there are discrepancies regarding matters of fact, the candidate has the opportunity to attach a rebuttal;
 - vi. submit the reports, observations and memoranda together with the name(s) of the elected peer(s) to the Director of OFSR via the Dean by the posted deadline date.

b. Peer Committee

- i. It is the peer committee's responsibility to evaluate each candidate using the CUNY Office of Human Resources Management Code of Practice Regarding Instructional Staff Titles:

For appointment as or promotion (for instructors appointed prior to October 1, 1968) to Assistant Professor, the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have obtained the Ph.D. degree, or an equivalent degree, in an accredited university except that persons holding positions on December 31, 1975 as Assistant Professors or instructors in the community colleges shall have a master's degree and four years of appropriate teaching, technological, or industrial experience or the Ph.D. degree. In the libraries, for promotion to or appointment as Assistant Professor, the candidate must, in addition to the requirements of instructor, have completed a doctorate or an additional master's degree and in exceptional cases some other logical combination of two years' graduate study or more beyond the bachelor's degree.

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 Full 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.

- ii. The peer committee's evaluations should result in a written report and vote prepared by the peer committee in the presence of the file. All members of the committee sign the report.
- iii. Special circumstances for peer committee:
 - a. When the individual applying for promotion is not the Department Chair, there are three cases. The Department Chair convenes the meeting in each of these cases, listed below:
 - i. There is no peer: the Dean performs the evaluation.
 - ii. There is one peer: the Dean serves as a second peer. The Department Chair, if not a peer, participates in the evaluative discussion, but does not vote.
 - iii. There are two or more peers, neither of whom is the Department Chair: an election is held for a Peers' Chair, the Department Chair participates in the evaluative discussions but does not vote.
 - b. When the Department Chair is applying for promotion, there are three cases.
 - i. There is no other peer: the Dean performs the evaluation.
 - ii. There is one peer: the Dean serves as a second peer.
 - iii. There are two or more peers: the Dean convenes the peers' committee, and election is held for a Peers' Chair, the Dean leaves, and the peers' committee evaluates the candidate with the peers' chair writing the report.
 - c. For all cases in a and b above, when the candidate is Library faculty, the functions of the Dean are performed by the Provost or appropriate Dean.
- iv. In the case of consideration for promotion, if the vote of the department is not affirmative, the candidate must decide and inform the Chair as to whether to proceed with consideration of the case by the ad hoc committee for promotion of the College Personnel & Budget Committee.

C. Review Committees of the College Personnel & Budget Committee (P&B)

Following action by Department Appointments Committees / Peer committees, candidates' files are subject to review by the Review Committees of the College Committee on Personnel & Budget.

1. Review Committees are subcommittees of the College Committee on Personnel & Budget. Review Committees are formed (subject to C.3. below) to address reappointment, tenure, promotion, waivers and equivalencies, and fellowship leave.
2. Formation of Review Committees.

- a. At its first meeting of the academic year, the College P&B elects from among its members, those who will serve on all review committees except those on promotion.
 - b. During the fall semester, the President makes assignments to the ad hoc promotion committees. There shall be two committees, an Ad Hoc Committee for Promotion to the Rank of Associate Professor and an Ad Hoc Committee for Promotion to the Rank of Professor. The College Governance Plan provides that these ad hoc committees shall consist of five or six members. Each ad hoc committee includes at least two department chairs, one of whom serves as the committee chair. In assigning faculty to the committees, the President shall to the degree possible ensure that each committee reflects diversity of disciplinary perspectives and provides for reasonable rotation of committee assignments. Members who do not hold the rank of Associate Professor or Professor shall not be assigned to the Promotion Review Committee for Associate Professor; members who do not hold the rank of Professor shall not be assigned to the Promotion Review Committee for Professor.
3. Multiple actions. When a candidate is coming up for two actions, e.g., reappointment and promotion, or tenure and promotion, the two actions will be considered completely separately with no communication between the two relevant Review Committees.
 4. General Guidelines for Review Committees. The consideration of the candidate at the Review Committee 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 files of all candidates who come before the Committee.
 - b. Any discussion of the action or the candidate outside of a 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.
 5. Reappointment, Certification, and Tenure.
 - a. Chairs of candidates being considered by the Review Committee will be alerted by the Review Committee Chair to be available in case they are needed to provide information to the Committee. If any member of the Review Committee needs questions answered or points clarified about any candidate, the Chair of the candidate's department will be invited to appear before the committee. When the candidate him/herself is the Chair, the peers' chair shall appear in lieu of the Chair.
 - b. The Chair of a candidate's department, whether a member of the Review Committee or called in by the Committee, will not make a presentation to the Review Committee, nor be present for discussion of the candidate by the Review Committee. A candidate's Chair, or at large member from the candidate's department if a member of the Review Committee, will be asked to leave the room during the discussion of his or her department's candidate, and s/he

will not vote on the candidate. In the case of joint appointments, this will apply to both Chairs and members of both departments.

- c. As soon as possible, but in any case prior to the next meeting at which the candidate will be considered, the Chair of the Review Committee will inform the candidate's Chair as to the Review Committee's vote and the substance of the discussion including the issues raised.

6. Promotion.

- a. During the spring semester, the ad hoc committees for promotion review all applications, personnel files and relevant materials and interview candidates, elected peers, school deans, the provost and department chairs. In addition, the committees, at their discretion, may call upon anyone either within or outside of the College to assist in their evaluations. The committees will forward their reports to the President prior to their being presented to the College P&B late in the spring semester.
- b. A candidate will be considered recommended with a vote of 5-1 or 4-1. That is, for a candidate to be considered recommended there must be a minimum of five positive votes (for a 6 member committee) or four positive votes (from a 5 member committee).
- c. In cases where a committee member is a member of the same department as the candidate, the committee member will recuse him/herself from the interviewing and voting processes. A candidate will then be considered recommended with a vote of 4-1 or 3-1 (four positive votes from a five-member committee or three positive votes from a four-member committee).

D. College Personnel & Budget Committee

1. All personnel actions are submitted to the College Personnel & Budget Committee (P&B) for a vote. OFSR shall send notices of meeting dates and the list of candidates to all members.
2. The Process of Consideration of Tenure-Track Candidates.
 - a. Departmental and Presidential initial appointment actions are reported to the College P&B in a report that is periodically updated and circulated to the members. On request by any member, a case will be placed on the agenda of the College P&B for further consideration.
 - b. In any case where tenure reciprocity (based on tenure earned at another academic institution) is to be granted with the initial appointment, the candidate's CV will be circulated. On request by any member, the appointment will be placed on the agenda of the College P&B for consideration and vote.
 - c. Every candidate is reviewed and voted upon every year until tenure is decided. The following table summarizes the modes and schedules on consideration. In this table the following terms are used:
 - **Service year:** The year of service for the candidate during which the action is considered. For

example, during the second year a candidate is considered for reappointment for the third year.

- **Appointment year:** The year of service for the candidate that the action pertains to.
 - For example, during the second year a candidate for reappointment for third year.
- **Presentation:** The candidate’s department chair or one or more members of the review committee (for a candidate in which there is a full review) will make an oral presentation of the case based on the official record. Committee members are also expected to have individually reviewed the official record of the case known as the candidate’s file. The file is located in OFSR.
- **Vote:** At the department, review committee (ad hoc reappointment) and College Personnel & Budget Committee levels, actions are always based on a confidential- ballot vote.

7 year tenure clock -- [All reviews are done in context of PDP]	
Spring of 1st year	Departmental review (vote by department appointments committee) Professional Development Plan (PDP) approved Vote on reappointment for 2nd year by College P&B
Fall of 2nd year	Departmental review Vote on reappointment for 3rd year by College P&B
Fall of 3rd year	Full review / presentation by ad hoc reappointment committee of P&B [if there are questions: letter of guidance & full review at 4th year reappointment]
Spring of 3rd year	Review by School Dean
Fall of 4th year	Departmental review, P&B vote [possible full review]
Fall of 5th year	Full review / presentation by ad hoc committee [if there are questions: letter of guidance & full review at 6th year reappointment]
Fall of 6th year	Departmental review, P&B vote [full review if there is a letter of guidance at the 5th year reappointment.]
Fall of 7th year	Full Review / Presentation by ad hoc committee Tenure vote
Fall of 8th year	Tenure begins

3. In the case of tenure-track faculty, candidates for action within each group are presented in department alphabetical order, and by alphabetical order within each department. However, exceptions to this order may be made with the agreement of the Committee. For second and fourth year reappointments and for sixth year reappointments where there has been no letter of guidance, the department Chair presents the candidate. For third and fifth year reappointments and for sixth year reappointments when there has been a letter of guidance for year five, a member of the appropriate Review Committee first summarizes the discussion of the Review Committee, after which the candidate’s Chair is invited to add remarks. When the candidate for a personnel action is a department Chair, the candidate may select any other faculty member of the College Personnel & Budget Committee or the School Dean to act in lieu of the Chair in presenting the candidate’s credentials to the College P&B.
4. Faculty members of the College P&B who hold the rank of Assistant Professor, or a lower rank, may not vote on candidates for promotion to Professor.

5. An absolute majority (greater than fifty percent) of those eligible to vote is required for an affirmative recommendation to the President.
6. Notification of Candidates: Candidates will be notified by their department Chairs of the recommendation of the College P&B; the candidate is not to be told the actual vote.
7. Promotion and/or early tenure candidates may withdraw at any point in the personnel process. Early tenure candidates who receive a negative vote at any stage in the consideration of their candidacy shall be voted on a second time on the question of their reappointment. When a candidate withdraws, votes taken up to that point remain part of the file.
8. Ultimately, the College Personnel & Budget Committee's recommendations for reappointment, tenure, certification and promotion are approved or disapproved by the President, who decides which recommendations to forward to the CUNY Board of Trustees. The final decision is that of the Board of Trustees.
9. Candidates for reappointment, certification, and tenure must be notified of the President's recommendation by the first of December. The President will make his/her final recommendations regarding promotion known to the candidates and the College community before the promotions take effect on September 1st.
10. Appeals process: Candidates who are denied reappointment, tenure, certification, or promotion have the right to appeal to the Appeals Committee or directly to the President. Candidates not recommended for promotion will meet with their Chair and Dean early in the fall semester and prior to the beginning of the next promotion process so that the substance of the ad hoc committee's report relative to their candidacy may be shared with them. A record of this meeting will be summarized in a memorandum and placed in the candidate's personnel file.
11. When the President is unavailable for a scheduled meeting of the College Personnel & Budget Committee, the Provost shall preside in her/his place.

III. Guidance for Candidates and the Committees

A. General Guidance for Candidates

The Criteria used in making personnel recommendations are governed by the Bylaws and policies of the Board of Trustees of the City University of New York, including the Statement on Academic Personnel Practice of the City University of New York, the CUNY Office of Human Resources Management Code of Practice Regarding Instructional Staff Titles, and the Max-Kahn Memorandum. Nothing in these guidelines should be interpreted as contradicting CUNY Bylaws, policies, and procedures. The purpose of this section is to summarize guidance to the faculty, both those on personnel review committees (including departmental appointments committees and peer committees and the College Personnel & Budget Committee or its subcommittees and ad hoc committees) and those considering or coming up for personnel actions, on the factors they should take into account in demonstrating and assessing whether the criteria have been met.

Demonstrating professional and collegial behavior is a material factor in the assessment of a candidate's case. The CUNY Office of Human Resources Management Code of Practice Regarding Instructional Staff Titles states: "...the candidate must have demonstrated satisfactory qualities of personality and character, ability to teach successfully, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution."

With respect to longevity and seniority as a factor in promotion, it is not the length of time in rank, but rather the quality of work since the last promotion that is germane. The CUNY Office of Human Resources Management Code of Practice Regarding Instructional Staff Titles states: "Longevity and seniority alone shall not be sufficient for promotion."

For the first and second-year reappointments, [tenure-track](#) candidates are expected to have made some progress toward meeting the requirements for tenure relative to their time of service at the College. For third and subsequent reappointments, candidates are expected to have made significant progress toward meeting the requirements for tenure relative to their time of service at the College. The Professional Development Plan, developed by the faculty member and the department chair and reviewed by the school dean, should provide direction for the way in which the faculty member will fulfill the requirements.

In individual cases, extraordinary performance in one or more areas can sometimes be considered as compensating for lesser and perceived lesser contributions in another area; however, there must be evidence of contribution in each area.

B. Teaching

1. The two formal measures most frequently used in evaluating teaching effectiveness are student evaluations and departmental peer observations. A Teaching Portfolio is required for promotion and faculty members are strongly encouraged to include it in the Professional Development Plan. In addition, committees may wish to consider other evidence relating to a candidate's success in teaching. Activities that may be presented in making the case for clear evidence of the individual's ability and diligence as a teacher (for the granting of tenure), continued effectiveness in teaching (for promotion to Associate Professor), or an established reputation for excellence in teaching (for appointment to Full Professor), include, but are not limited to, the criteria discussed below:

- Developing new courses and innovative pedagogy
- Exhibiting teaching range by the number and variety of courses taught
- Participation in collaborative pedagogy
- Participating in faculty development programs
- Sponsoring of students for awards, scholarships, and competitions
- Advising for CUNY BA, honors, or independent studies
- Receiving professional recognition for teaching in the form of awards and professional honors
- Obtaining grants promoting research or learning opportunities for students
- Advising students (not including faculty who receive release time for this)
- Mentoring students in scholarly, scientific, and professional activities
- Participation in pedagogical activities at other educational institutions

2. Factors that might negatively affect a personnel action and suggest that a candidate needs to pay more attention to his/her teaching are:
 - Serious and substantiated complaints by students in the candidate's file
 - Failure to observe and enforce safe and compliant practice in laboratories
 - Chronically low student evaluations of teaching (SET)
 - Inattention to persistent problems in teaching
 - Being unavailable to students during posted office hours
 - A record of coming late to class, leaving early, giving finals early etc. as documented by the Chair or Dean
 - Late submission of grades, attendance rosters, or other required documentation, or inattention to incomplete grades

C. Scholarly and Professional Growth

1. General Criteria

- a. The departments at NYCCT span a wide variety of disciplines and professional fields. In disciplines where research/publication are the norm, such research/publication is expected to be related to the candidate's field, and make a contribution to scholarship. In the creative, educational, and career fields, as per the CUNY Office of Human Resources Management Code of Practice Regarding Instructional Staff Titles, forms of excellence other than scholarly print publication are recognized. The key factor in evaluating a candidate's scholarly and professional growth is review by those in the field or profession from outside the candidate's "own immediate academic community" at a degree of rigor comparable to that in peer-reviewed academic publication.
- b. Publications submitted in support of an application are to be in published form (with the exceptions for creative artists noted above), or in galleys or page proofs. Works not at this stage should not be listed as publications, but as Works in Progress. (For a journal article, if galleys are not available, an acceptance letter from the editor of the journal would be acceptable, along with a copy of the text). For non-print works, documentation should be provided in an appropriate format to OFSR.
- c. It is recognized that different disciplines have different criteria by which to assess excellence, such as the role of multiple authorship and the length of articles, or the value and nature of the candidate's artistic works. It is the responsibility of the candidate's Chair, in developing the annual evaluation, to assess how the candidate's research and scholarship satisfies criteria of the candidate's department and discipline.
- d. General criteria for promotion to Associate Professor are stated in the CUNY Office of Human Resources Management Code of Practice Regarding Instructional Staff Titles: in addition to the qualifications required of an Assistant Professor, an Associate Professor must possess a record of significant achievement in his/her field or profession. There shall be evidence that his/her

alertness and intellectual energy are respected outside his/her own immediate academic community.

- e. General criteria for promotion to Full Professor are stated in the CUNY Office of Human Resources Management Code of Practice Regarding Instructional Staff Titles: in addition to the qualifications required of an Associate Professor, a Full Professor must possess record of exceptional intellectual, educational, or artistic achievement and an established reputation for excellence in teaching and scholarship (or creative/professional work) in his/her discipline. The burden is on the candidate to demonstrate that excellence by a substantial and ongoing quantity and quality of research/publication.
2. Guidelines for judging scholarship: The burden is on the candidate to demonstrate the significance of her/his contributions in the PARSE Self-Evaluation section.
 - a. Published scholarship based on original research. To assess the quality of the scholarship put forth by the candidate, the following will serve as guidelines for evaluation:
 - The topic of the publication is significant to the academic community or the discipline involved.
 - The research is original and/or the work contains new (original) ideas or significant new interpretations.
 - The work meets appropriate scholarly standards: surveys the literature, uses serious methodology, contains complex ideas, moves the field or discipline ahead.
 - The publisher has a reputation for scholarly publishing and subjects manuscripts to a prepublication review process.
 - The length of a piece of work or the number of works are not, by themselves, an indication of quality, the burden is on the candidate to demonstrate the quality of his/her work.
 - Scholarly or professional reviews, citations of work in the discipline, and scholarly funding are several ways of judging scholarly contribution. If work has received reviews, either pre- or post-publication, these should be part of the candidate's file and included in part 20 of the PARSE. Similarly, citations of one's work should be included in part 20 of the PARSE. The candidate may indicate their importance in the self-evaluation part of the PARSE.

If a scholarly funding agency, a government or private grant, or a practitioner group has funded the work, at any stage, this should be noted in the candidate's file.

- b. Candidates may demonstrate that they have established a reputation for scholarship in a variety of ways. For Full Professor, in terms of quantity, the equivalent of several substantial scholarly pieces since the last promotion is a general guideline. For Associate Professor, the expectation is less demanding. Work considered appropriate in this category might include but is not limited to:
 - A single-authored scholarly book;
 - Book chapters;
 - Scholarly articles (substantial articles published in journals in the candidate's field with a national reputation and external review process);
 - A co-authored book (the nature of the candidate's contribution or a description of the

- collaborative effort should be clearly stated in the file);
 - Scholarly and educational grant applications (information on the outcome of the application, and the narratives from the application should be included in the file);
 - For applications that were not funded, the candidate may wish to supply positive reviews;
 - Juried shows, reviewed performances, or awards in professional competitions;
 - Patents;
- c. Other evidence of professional or creative work that meet an established standard of professional accomplishment. Departments are encouraged to articulate standards of professional accomplishment appropriate to their fields.
 - Reviews of others' scholarly work
 - Edited books (nature of the editing should be clearly stated and address the questions of originality of conception, editor's role in conceptualizing the project, integration of the articles with an introduction, extensive editing, etc.);
 - Editorship of a scholarly or professional journal;
 - Invited review of grants or scholarly work.
- d. In addition to the above, other evidence of scholarly, professional, or creative achievement might include but not be limited to:
 - Ongoing presentation of scholarly papers at national and regional meetings in candidate's field (to be considered, papers should be included in the file);
 - Textbooks in the candidate's field (the appropriate weight given to a textbook can be established through evidence in the form of either pre- or post- publication reviews attesting to the book's quality, demonstrated familiarity with the literature in the field, and/or innovative approaches and/or through a record of adoptions of the text by significant academic institutions and/or inclusion in major university libraries and/or through publication of later editions.);
 - Positions as discussant or chair of panel at regional, national or international meetings in the candidate's field;
 - Papers included in conference proceedings (note if proceedings were refereed and provide evidence of the refereeing);
 - Professional positions in one's field, i.e. officer of national or regional association;
 - Leadership in training workshops in candidate's field;
 - Invited talks in candidate's field (those should be included in file to be considered);
 - Special exhibits organized by the candidate;
 - Organization of scholarly conferences;
 - Published reviews of others' scholarship
 - Research notes, published letters to editors of scholarly journals, newsletter articles, media appearances, etc.

D. Service

1. Department, College and University service is recognized as important in considering a candidate for promotion to either Associate or Full Professor, as well as in reappointment and the granting of tenure. The expectation for service increases as one moves up in the ranks.
 - a. Candidates for tenure are expected to demonstrate a commitment to service made in their Professional Development Plan,
 - b. Candidates for Associate Professor should have an established record of service to their department and the College community and/or University that might include (but is not limited to):
 - Participation in various ad hoc committees (such as Middle States);
 - Active participation on a College Council Standing Committee;
 - Obtaining and administering significant institutional grants;
 - Participation in the University Faculty Senate;
 - Advising of Student Clubs.
 - c. Candidates for Full Professor should have established records of continuing and increasingly significant service to their department and to the College and in addition to other contributions listed under D.1.b., have some leadership role in service that might include (but is not limited to):
 - Chairing of various ad hoc committees (such as Middle States);
 - Service as Department Chair
 - Leadership of a College Council Standing Committee, or as an officer of College Council;
 - Obtaining and administering significant institutional grants;
 - Chairing a departmental committee or serving in other departmental administrative roles
 - Demonstrating initiative in service in some other way

Significant service to accrediting agencies or to professional organizations related to the candidate's discipline or area of professional expertise is given weight. In addition, service to the outside community related to one's professional expertise, while not required, is given consideration.
2. Candidates should clearly document the nature of their service on the PARSE and include it also in the self-evaluation. Any written materials resulting from such service, for which the candidate is responsible, may be included in the file.
3. The name of the Chairperson of the committees on which the candidate has served should be noted on the PARSE next to the name of the committee. The department Chair or member of the departmental appointments committee (in the case of a candidate for tenure) or a peer designated by the department chair (in the case of a candidate for promotion) may contact the Chairs of those committees for comments on the candidate's contribution. It is appropriate that this information be shared with the personnel review committees at each level of the process.

4. Service will be evaluated in terms of level of work involved, attendance, participation, and contribution.
5. Although not required, candidates may offer evidence of pertinent and significant community and public service in support of reappointment. Evidence of such service may include, but is not limited to:
 - Service provided to community organizations with purposes broadly related to the mission of the College and the areas of focus of the College's academic programs;
 - Providing public information and education through the news media; Providing public education by appearing in public events, documentaries, and other means of public information;
 - Service to the Federal, state, and local government in special roles such as an advisor, expert, mediator, or compliance monitor; and
 - Service as an elected or appointed public official, or as a governance board member for an independent organization, provided that the service can be rendered in a manner that complies with applicable CUNY regulations.

E. Lecturers and Instructors

1. The title of Lecturer is used for full-time members of the faculty who are hired to teach and perform related faculty functions but who do not have a research commitment.
2. The guidance for reappointment of Lecturers is the same as for Assistant Professors, in all areas except for research and scholarship, which is not required.
3. Lecturers are eligible for a Certificate of Continuous Employment after five years of continuous service.
4. The Distinguished Lecturer title is a full-time non-tenure-bearing faculty title. Distinguished Lecturers are eligible for annual reappointment but may not serve in the title for more than a total of seven years. The guidance for reappointment for Distinguished Lecturers is the same as for Lecturers.
5. The title of Instructor is used for full-time members of the faculty who are hired to teach and perform related faculty functions, and who are expected to qualify for appointment as Assistant Professor within five years of initial appointment.
6. The criteria for reappointment of Instructors are the same as for Assistant Professors, in all areas except for research and scholarship. With respect to research and scholarship, the following expectations apply:
 - Active progress toward the award of a terminal degree which would qualify the candidate for appointment as Assistant Professor within five years of initial appointment;
 - Demonstration of the capacity to maintain an active research program.

Appointment for the sixth year is conditioned on attainment of the terms of agreement upon hiring.

F. College Laboratory Technicians

1. A College Laboratory Technician shall perform laboratory functions and other technical duties of a highly skilled nature which are reasonably related to such functions but which are nevertheless non-teaching. Where appropriate, the technician shall exercise some supervision.
2. A Senior College Laboratory Technician shall, through technical or administrative skills, assume, under faculty or executive direction, clearly defined supervisory functions or perform complex technical functions in laboratories or technical areas.
3. Each department in which one or more College Laboratory Technicians or Senior College Laboratory Technicians are appointed shall develop a specific job description that will be related to the laboratory or technical requirements of each position.
4. The guidance for reappointment of a College Laboratory Technician is
 - The candidate shall have the personal characteristics needed to work effectively with students and staff.
 - The candidate shall have effectively and efficiently performed the functions defined in the departmental job description that applies to his or her position.

The candidate shall have the personal characteristics needed to work effectively with students and staff.

5. The guidance for reappointment of a Senior College Laboratory Technician is
 - The candidate shall have effectively and efficiently performed the functions defined in the departmental job description that applies to his or her position.
6. College Laboratory Technicians or Senior College Laboratory Technicians are eligible for tenure after five years of continuous service.

IV. Timelines

A. General Guidance about the Timetable for Reappointment, Tenure and Promotion of Tenure-Track Appointments

1. Except for first year faculty, full-time tenure-track faculty must be reviewed and voted on for annual reappointment prior to December 1 during the fall of each year and must be reviewed and voted on for reappointment with tenure during the 7th year of tenure-track employment.

(See II.D.2. above concerning the tenure clock.) These annual reappointments and the reappointment with tenure votes are mandatory. An unsuccessful candidate for reappointment with tenure completes that academic year and may not return to engage in full-time service the subsequent year.

2. A candidate for reappointment may seek a tenure vote in a year prior to the year that a mandatory tenure vote is to take place; such a petition for early tenure is subject to all the processes of reappointment and tenure and, in addition, is subject to a waiver of tenure clock (whichever pertains) that must be requested by the College President and approved by the CUNY Board of Trustees.
3. Other exceptions to the 7-year tenure clock are breaks in service: a break in service, such as a duly granted leave of absence or service stoppage, for other than a duly granted unpaid childcare leave or paid parental leave, may require that the tenure clock be reset to the beginning of year one of a new tenure clock when full-time service resumes. This means that all service prior to the leave or break in service could be lost and might not count toward tenure. In the case of childcare or parental leave, the tenure clock resumes upon the resumption of full-time service, with the time spent on parental leave being counted as time served or earned toward tenure.
4. Consideration and vote on promotion to a higher professorial rank may take place in any year after a faculty member has served three years in rank. A candidate must express the intent to be a candidate for promotion by submitting an updated PARSE and a signed RPA form, as stipulated in section II.B.2.b. to OFSR, by the date specified in the timetable that appears in section IV.B. of this document. A promotion personnel action may take place before a candidate is tenured, during the same year as a candidate is being considered for reappointment with tenure, or in any year subsequent to a candidate having been awarded tenure. A candidate for promotion may withdraw her or his candidacy for promotion at any time during the promotion process so long as OFSR receives this written request prior to the vote by the College Personnel & Budget Committee.

B. General Timetable for Preparation of the Record

For full-time faculty members in professional titles, and for full-time lecturers, instructors, and college laboratory technicians, reappointment, tenure, appointment, appointment with a Certificate of Continuous Employment, and promotion are considered by a series of committees. Since the reappointment and reappointment with tenure or CCE committees -- beginning with the Department Appointments Committees -- meet in early September, candidates should start reviewing and organizing their material the previous spring.

Candidates who have duly submitted updated PARSE forms and provided the requisite documentation to OFSR should have files that are complete or nearly so, requiring only some rearrangement and, in the case of voluminous files, the addition of a table of contents. The files of candidates for reappointment actions are closed in the 2nd week from the start of the fall semester.

The following table summarizes the timetable for the production and review of the record (Dates are approximate; OFSR will distribute an annual personnel calendar also available on OFSR Webpage):

FALL SEMESTER	
September -- November	Reappointment and Tenure Review
Mid-September	Files of candidates for reappointment or tenure are closed for review.
Mid-September -- Mid-October	Review committees meet.
September	OFSR notifies candidates eligible for promotion
October -- November	P&B meets to consider reappointment / tenure
First 10 weeks of semester	Teaching observations are conducted by chairs and/or designated faculty.
First 2--3 weeks of October	The deadline for candidates for promotion to notify the OFSR by submitting RPA, PARSE, and supporting material
Early November	Files of candidates for promotion are closed for review
Mid-November -- December	Peer committees meet to review files of candidates for promotion
End of November	Deadline for applications for fellowship leave and scholar incentive leave
December 1	Non-reappointment letters must be mailed; reappointment and tenure letters are mailed.
January 1	Peer committees' reports are due at the OFSR via the Dean

SPRING SEMESTER	
February -- April	Ad hoc committees meet to review files.
First 10 weeks of semester	Teaching observations are conducted by chairs and/or designated faculty.
March 1	Annual evaluations must be scheduled by department chairs.
March -- May	P&B meets to consider promotion and leaves
Mid-March	P&B meets to consider 1st year reappointments Chairs present candidates for 2nd year reappointments
Early April	Teaching observations are completed
May 1	PARSE and documentation material are due in OFSR for reappointment and tenure candidates. First year faculty: signed PDP due in OFSR
May 1	Non-reappointment letters must be mailed
May	Annual Evaluations are conducted and written. Third year reviews are conducted by Deans. Chairs hold conferences with candidates.
Summer	The President makes promotion decisions known to the college. Promotion letters are mailed to candidates.

V. Resources

Appendix A/ CUNY Resources (Available online from the OFSR Webpage)

1. CUNY Office of Human Resources Management Code of Practice Regarding Instructional Staff Titles
2. Statement on Academic Personnel Practice of the City University of New York
3. Max-Kahn Memorandum

Appendix B/ New York City College of Technology Resources

1. Documents (Available online from the OFSR Webpage)
 - a. College Governance Plan
 - b. College Bylaws
2. Forms (Also available online from the OFSR Webpage)
 - a. Professional Activity Report and Self-Evaluation
 - b. Annual Evaluation
 - c. Candidate's Request for Personnel Action
 - d. Peer Committee Report Cover Page
 - e. Professional Development Plan