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TENURE & PROMOTION

[Faculty Handbook \(PDF\)](#)

While summarizing and quoting confidential letters from external evaluators is acceptable, disclosing an external evaluator's name and/or institution is not permitted. The confidentiality rules regarding external evaluator letters can be found in the [Guidelines for All Evaluation Letters](#) and provide that:

- "The identities of the final external evaluators, the letters of evaluation, and archive of communications will be kept confidential from the applicant..."

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2024-2025 Timetable of Procedures for Tenure and Promotion

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provides feedback to the candidate on
draft dossier.

develop additional names of external evaluators for each candidate. Department Chairs send the list of external evaluators and their bio-sketches to candidates for review and comment.

*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.**

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

If there is more than one candidate in a department that is going up for TAP, Chairs check to make sure there are no duplicates. An external evaluator may only provide one letter during a review year.

External letters are required and should not be professionally affiliated with the nominee, as a result of having in the last five years:

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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.

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(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.

and receive access to candidates' dossiers in Interfolio and begin their review.

submits their evaluations, using the appropriate form, to Interfolio. The written recommendation should provide reasoning on the tripartite indicators and vote counts. A minority report might also be submitted.

- *Note: While summarizing and quoting confidential letters from external evaluators is acceptable, disclosing an external evaluator's name and/or institution is not permitted. The confidentiality rules regarding external evaluator letters can be found at [Guidelines for All Evaluation Letters](#) and provide:*
 - *"The identities of the final external evaluators, the letters of evaluation, and archive of communications will be kept confidential from the applicant..."*

shares a copy of the School TAP Committee form with candidate (which includes the committee vote and the Yes/No recommendation) via Interfolio.

submits evaluations, using the appropriate form, to Interfolio.

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receives access to candidates' dossiers in Interfolio and begins their review.

meets to deliberate and vote.

The Secretary of CDFPT submits evaluations, using the appropriate form, and the summary report of the deliberations (including the Council's votes) to the Faculty Center. Note: The CDFPT committee members

. 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 notifies the Dean, the Department Chair, and the Location Faculty Councils.

sends notification to each candidate recommended for TAP by CDFPT.

The Provost will contact candidates not recommended s

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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 D9.

submits/uploads the documentation to their appeal case for review.

begins review of appeal(s).

recommendation(s) is (are) submitted to the Faculty Center, and the candidate is notified.

The President issues decision(s) 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.
