

# YORK College

## GUIDELINES ON REAPPOINTMENT, TENURE, AND PROMOTION

### Introduction

These Guidelines seek to clarify the requirements for and process involving reappointment, tenure, and promotion at York College. Generally, candidates are required to provide evidence—as opposed to assertion—of quality teaching, research/creative work, and service, with demonstration that such performance is improved over time. As well, *Memoranda of Evaluations* by Department Chairs must be evaluative and not just descriptive. These Guidelines must be read in conjunction with relevant Operational Guidelines, which identify relevant annual time-tables.

Generally, these Guidelines pertain to the following:

- College Laboratory Technicians, Instructors, Lecturers, Assistant Professors, Associate Professors, Professors, Distinguished Lecturers and Clinical Professors<sup>1</sup> seeking Annual Reappointment;
- College Laboratory Technicians seeking tenure;
- Lecturers seeking the Certificate of Continuous Employment;
- Assistant Professors, Associate Professors, and Professors seeking Tenure;
- Assistant Professors seeking promotion to the rank of Associate Professor; and
- Associate Professors seeking promotion to the rank of Professor.

Operationally, these Guidelines involve the use of two main instruments: *Reappointment and Promotion Applications*, and *Portfolios*, as outlined below. Various required materials will be submitted online. To this end, faculty seeking reappointment, with or without tenure, need to submit documentation in common electronic file formats, such as Adobe PDF and JPEG. Also, faculty seeking promotion need to update their online CV, as it will become automatically forwarded to the P&B committees as part of the entire application package.

In order to upload materials, update the online CV, and enhance the CV through commentary, faculty need to log in on the College website and proceed to their CV area. Instructions about online submission of materials can be found at <http://www.york.cuny.edu/academics/academic-affairs/faculty-resources/p-b-information/p-b-online-process.pdf/view>.

Some information will have to be submitted by the department chair, as outlined in the *P&B Online Actions Grid*, which indicates the items that are to be uploaded by faculty and those that are to be uploaded by the Chair. It is available at <http://www.york.cuny.edu/academics/academic-affairs/chairs-resources/online-actions-grid/view>.

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<sup>1</sup> Distinguished Lecturers and Clinical Professors are non-tenure bearing positions and subject to limitations and other conditions as indicated in CUNY Board of Trustees Bylaws and the PSC-CUNY Collective Bargaining Agreement.

Materials that are intended to be part of a Portfolio but that are bulky, cannot be made available in common electronic file formats, or exceed the available space in the online submission, may be deposited in the Office of Academic Affairs (2H07).

Instruments for Existing and New Faculty

<b>Appointment</b>	<b>Instrument</b>	<b>Years of Service</b>
• Initial appointment	Resume and application	0
• First reappointment	Reappointment Application	1
• Second Reappointment	Reappointment Application	2
• Third Reappointment	Portfolio	3
• Fourth Reappointment	Reappointment Application	4
• Fifth Reappointment	Reappointment Application	5
• Sixth Reappointment	Reappointment Application	6
• Seventh Reappointment (tenure)	Portfolio, three external peer evaluations, and Dean's Comment	7

Instruments for Instructors/Lecturers<sup>2</sup>

<b>Appointment</b>	<b>Instrument</b>	<b>Years of Service</b>
• Initial appointment	Resume and application	0
• First reappointment	Reappointment Application	1
• Second Reappointment	Reappointment Application	2
• Third Reappointment	Portfolio	3
• Fourth Reappointment	Reappointment Application	4
• Fifth Reappointment (CCE) <sup>3</sup>	Portfolio	5

Instruments for College Laboratory Technicians

<b>Appointment</b>	<b>Instrument</b>	<b>Years of Service</b>
• Initial appointment	Resume and application	0
• First reappointment	CLT Performance Evaluation	1
• Second Reappointment	CLT Performance Evaluation	2
• Third Reappointment	CLT Performance Evaluation	3
• Fourth Reappointment	CLT Performance Evaluation	4
• Fifth Reappointment	CLT performance Evaluation	5

<sup>2</sup> The reference here does not relate to Distinguished Lecturers.

<sup>3</sup> This reference relates to Lecturers only.

### Reappointment Application

The Reappointment Application is the instrument to be used in reappointment years when the Portfolio is not required. However, departments are free to require the preparation of Portfolios for internal departmental purposes.

The Reappointment Application will comprise the following:

1. A Candidate's Letter of up to two pages, addressed to the President. The Letter will address four questions:
  - a. What was the nature and value/scope of the teaching, scholarship/creative work, and service during the year under review? The Letters for Instructors and Lecturers will focus on teaching and service.
  - b. What was new or different in the relevant areas (teaching, scholarship, and service) between the year under review and the previous year?
  - c. What is contemplated in the relevant areas for the forthcoming year?
  - d. How have the experiences over the past year led to plans for improving or facilitating teaching, research, and service (as appropriate) in future years?
2. An Expanded Curriculum Vitae (online version).
3. The Memorandum of Evaluation.

### Dean's Pre-tenure Review

In the Spring of his/her third year as an untenured tenure-track faculty member, the faculty member's appropriate Dean shall review the personal personnel file, following the annual evaluation conducted pursuant to the PSC/CUNY collective bargaining agreement. Thereafter, the Dean shall meet with the chairperson of the faculty member's department to discuss the faculty member's progress. After that meeting, the Dean shall prepare a memorandum to the department chairperson regarding the faculty member's progress towards tenure and setting forth recommendations for any additional guidance.

The memorandum shall be provided to the faculty member and discussed with him/her by the department chairperson and/or the Dean (the faculty member may express his/her preference in this regard). Following this meeting, the Dean may, where appropriate, attach an addendum to the memorandum based on the Dean's participation in the meeting or the department chairperson's report of the meeting to the Dean. The faculty member shall be asked to initial both the memorandum and the addendum before they are placed into his/her file. The faculty member has the right to include in his/her personnel file any comments he or she has concerning the Dean's memorandum.

### CLT Instrument

The CLT Evaluation will serve as the instrument for annual reappointments.

### Promotion Application

The Promotion Application for faculty includes the following:

1. All faculty seeking promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor shall prepare Portfolios.

2. All faculty seeking promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor shall participate in external peer evaluation, as described below.
3. The external evaluation will be external to York College and will entail peer evaluation of scholarship and service. There shall be three peer evaluators, to be selected by the Department Chair in consultation with the School Dean and with input by the faculty candidate. Of the three external reviews only one may be from another CUNY Senior College and none shall be from a CUNY Community College. Each evaluator will be sent the CV and a sample of the scholarship/creative work of the candidate by the Chair, and all evaluators will be sent the same material. In a case where the candidate is a Department Chair, the consultation will be held with the appropriate School Dean and the Provost, and the evaluation invitation will be issued by the Dean. All external evaluations will be submitted by the Department Chair (except where the Chair is the candidate) and will become part of the candidate's online Portfolio. They also will be confidential documents and will not be made available to candidates either during or after the promotion process. In cases where the candidate for promotion is a department Chair the School Dean shall provide guidance in the overall process.
4. In cases where a faculty member is seeking promotion AND tenure during the same year, the same three external peer evaluations shall serve for both purposes, and the evaluators will be informed accordingly.
5. For each candidate applying for promotion, either for Associate Professor or Professor, the School Dean will provide a Comment to the President at least one month before the candidate's case is considered by the College P&B Committee. The Dean's Comment will be provided to the candidate and the Chair at the same time that it is provided to the President. The Comment will be limited to two pages and will offer the Dean's assessment of the candidate's profile of teaching, research/scholarship, and service, and the Dean's view of the appropriateness of promotion.
6. Where a faculty's tenure and promotion applications are submitted for consideration during the same year, the Dean's Comment will address both actions.

#### Tenure Application

The Application for reappointment with tenure will include the following:

1. All faculty seeking reappointment with tenure shall prepare Portfolios.
2. All faculty seeking reappointment with tenure shall participate in external peer evaluation, as described below.
3. The external evaluation will be external to York College and will entail peer evaluation of scholarship and service. There shall be three peer evaluators, to be selected by Department Chair in consultation with the School Dean and with input by the faculty candidate. Of the three external reviews only one may be from another CUNY Senior College and none shall be from a CUNY Community College. Each evaluator will be sent the CV and a sample of the scholarship/creative work of the candidate by the Chair, and all evaluators will be sent the same material. In a case where the candidate is a Chair, the consultation will be held with the appropriate School Dean and the Provost, and the evaluation invitation will be issued by the Dean. All external evaluations will be submitted by the Department Chair (except where the Chair is the

candidate) and will become part of the candidate's online Portfolio. They also will be confidential documents and not be made available to candidates either during or after the promotion process. In cases where a candidate for promotion is a department Chair, the School Dean shall provide guidance in the overall process.

4. In cases where a faculty member is seeking tenure AND promotion during the same year, the same three peer evaluations shall serve for both purposes, and the evaluators will be informed accordingly.
5. For each candidate applying for reappointment with tenure, the School Dean will provide a Comment to the President at least one month before the candidate's case is considered by the College P&B Committee. The Dean's Comment will be provided to the candidate and the Chair at the same time that it is provided to the President. The Comment will be limited to two pages and will offer the Dean's assessment of the candidate's profile of teaching, research/scholarship, and service, and the Dean's view of the appropriateness of promotion.
6. Where a faculty's tenure and promotion applications are submitted for consideration during the same year, the Dean's Comment will address both actions.

### **GUIDELINES FOR CONTENT FOR PROFESSIONAL PORTFOLIOS**

The Professional Portfolio is designed to allow the candidate to more fully describe their professional activities to the College P & B which is considering his/her application. It should include the following elements:

1. A Candidate's Letter
2. Curriculum Vitae (online version)
3. The Memorandum of Evaluation (MoE)
4. Classroom Observations & Conferences
5. Student Evaluations of Teaching Effectiveness
6. Publications and other scholarly work
7. External Peer Evaluation for Scholarship (only for candidates applying for tenure or promotion)

#### **1. A CANDIDATE'S LETTER (Up to 3 Pages)**

A candidate's letter should be up to three pages, addressed to the President. The Letter will address four questions:

- a. What was the nature and value/scope of the teaching, scholarship/creative work, and service during the year under review? The Letters for Instructors and Lecturers will focus on teaching and service.
- b. What was new or different in the relevant areas (teaching, scholarship, and service) between the year under review and the previous year?
- c. What is contemplated in the relevant areas for the forthcoming year?
- d. How have the experiences over the past year led to plans for improving or facilitating teaching, research, and service (as appropriate) in future years?

## **2. CURRICULUM VITAE (Online Version)**

If Curriculum Vitae are expanded or enhanced, comments should be very brief and not a complete narrative. Faculty can create an enhanced CV by logging into the York College website and proceeding to their faculty webpage where they can add comments to specific items in their online CV, which they would like to highlight. In order to update the online CV, faculty need to log into the College website and proceed to their CV area. Instructions about online submission of materials can be found at <http://www.york.cuny.edu/academics/academic-affairs/faculty-resources/p-binformation/p-b-online-process.pdf/view>.

## **3. MEMORANDUM OF EVALUATION (MoE)**

The Memorandum of Evaluation will be uploaded by the department Chair after being appropriately prepared and signed by both faculty and Chair.

## **4. CLASSROOM OBSERVATIONS & CONFERENCES**

Classroom observations by faculty peers and notes from follow-up conference for the last two semesters need to be included. For promotion, tenure, and third year review additional samples may be added.

## **5. STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE)**

Student Evaluations of Teaching Effectiveness for the last two semesters need to be included and will be uploaded by the department Chair. For promotion, tenure, and third year review additional samples may be added if necessary.

## **6. PUBLICATIONS AND OTHER SCHOLARLY WORKS**

Publications/work in progress as established; e.g. peer reviewed journals, books. For the third year review and tenure a research statement framing the publications would be advisable (1-2 pages). Copies of publications and other scholarly works should be uploaded to the P&B online page in a commonly available electronic file format (e.g., PDF or JPEG). Bulky materials, materials that cannot be made available in common electronic file formats, or that would go beyond the available space in the online submission, and are submitted as part of a Portfolio may be deposited in the Office of Academic Affairs (2H07).

## **7. EXTERNAL PEER EVALUATION OF SCHOLARSHIP (only for candidates applying for tenure and/or promotion)**

There shall be three external peer evaluators to be selected by the Department Chair in Consultation with the Academic Dean and with the input of the faculty candidate, each of whom will be sent the CV and a sample of the scholarship/creative work of the candidate by the Department Chair. In a case where a candidate is a Department Chair the consultation will be held with the Academic Dean and the Provost, and the evaluation invitation will be issued by an Academic Dean. All three external evaluations will be submitted by the Department Chair and become part of the candidate's online portfolio.

### **Recommendations:**

- Letters should not be written by a friend, co-author, dissertation supervisor(s) or co-PIs.
- Acquaintance through conferences, panels, and submissions of articles or book chapters is acceptable and thus external review letters can be submitted in those cases.

**8. APPENDIX (Not Mandatory)**

Additional material considered relevant for the Portfolio.

**PREPARATION AND PRESENTATION OF THE PORTFOLIO**

Unless, stated otherwise, the individual faculty member is responsible for the contents and uploading of his/her portfolio. The following restrictions must be adhered to:

- The portfolio and other pertinent materials are to be submitted online. P&B members at the department and the college-wide level will gain access to these materials prior to the respective meetings.
- The portfolio should primarily reflect the faculty member's more current and relevant work, and avoid proliferation of samples and evidence, which are rendered meaningless by their bulk.
- In general, information about hobbies or pastimes which do not directly bear upon one's professional duties must be excluded.

York College Portfolio Checklist for Assistant Professors (3<sup>rd</sup> Year Reappointment)

Date		
Name		
Department and Discipline		
School		
Date of Hire		
Current Rank		
Personnel Action		Reappointment 3 <sup>rd</sup> year

	Checklist
1. Candidate's Letter	
2. Curriculum Vitae (online version)	
3. The Memorandum of Evaluation (MoE).	
4. Classroom Observations & Conferences (Two last available semesters. Additional samples may be included for third year review).	
5. Student Evaluations of Teaching Effectiveness (Two last available semesters. Additional samples may be included for third year review).	
6. Samples of publications and other scholarly work	
Research Statement (for third year review)	
Samples	
7. Appendix: Optional	

York College Portfolio Checklist for Assistant/Associate Professors (Promotion/Tenure)

Date		
Name		
Department and Discipline		
School		
Date of Hire		
Current Rank		
Personnel Action		Tenure (7 years)
Promotion	Associate Professor	Full Professor

	Checklist
1. Candidate's Letter	
2. Curriculum Vitae (online version)	
3. The Memorandum of Evaluation (MoE).	
4. Classroom Observations & Conferences (Two last available semesters. Additional samples may be included for tenure and promotion).	
5. Student Evaluations of Teaching Effectiveness (Two last available semesters. Additional samples may be included for tenure and promotion).	
6. Samples of publications and other scholarly work	
* Research Statement (for tenure and promotion)	
Samples	
7. External Peer Evaluation for Scholarship: For candidates applying for tenure or promotion.	
Letter 1	
Letter 2	
Letter 3	
8. Appendix: Optional	

York College Portfolio Checklist for Lecturers

Date	
Name	
Department and Discipline	
School	
Date of Hire	
Current Rank	
Personnel Action	CCE (5 years)

	Checklist
1. Candidate's Letter	
2. Curriculum Vitae (online version)	
3. The Memorandum of Evaluation (MoE).	
4. Classroom Observations & Conferences (Two last available semesters. Additional samples may be included for CCE).	
5. Student Evaluations of Teaching Effectiveness (Two last available semesters. Additional samples may be included for CCE).	
6. Samples of publications and other scholarly work	
7. Appendix: Optional	

### **ASSESSMENT PROCESS**

Surveys/questionnaires to candidates addressing the old/new portfolio guidelines.

### **MENTORING AND PROFESSIONAL DEVELOPMENT**

The effectiveness of these Guidelines and the professional maturation of faculty will be enhanced with the adoption of the following:

1. Mentoring:
  - a. Department Chairs will arrange for new faculty to be mentored in relation to department and college practices and procedures, research and scholarship, and department, college and professional service. This mentoring does not have to be limited to the department or the college, and it may entail having more than one mentor for the faculty involved.
  - b. The mentoring arrangements can be formal or informal as the chair and the faculty wish, but the Chair will keep a record of the name(s) of the mentor(s) and provide the name(s) to the School Dean or the Provost by the end of April of each year. The Chair also will discuss mentoring progress as part of the annual evaluation discussion with the relevant faculty.
2. Professional Development Plans:
  - a. Each new tenure-track faculty will prepare a Professional Development Plan (PDP) during his/her first year of appointment, with refinement during the fourth year of appointment. The PDP will be a maximum of three pages and will outline the faculty member's proposed professional trajectory for the ensuing three years in relation to teaching and curriculum development, research and scholarship, and department, college, or professional service. The PDP will pay attention to discrete outcomes the faculty member hopes to achieve and the related time-table.
  - b. The PDP will be prepared in consultation with the relevant mentor(s) and the department Chair. It will be submitted to the Chair and the School Dean by the end of March in the case of faculty appointed the prior August (fall appointments) and by the end of November in the case of faculty appointed in January (Spring appointments.)
  - c. The preparation of PDPs also may be done by veteran faculty who plan to apply for promotion, or by faculty who are not on the tenure-track.

### **IMPLEMENTATION**

These Guidelines are subject to the approval of the President of York College and may be modified, as needed, by the President, in consultation with the Personnel and Budget Committee of York College.

The Pre-tenure review by the Dean became effective on March 1, 2011, upon the passage of the new policy by the University Trustees on February 28, 2011. Eligible faculty members who underwent the first review were notified by the college on April 27, 2011.