

Mid-Tenure Review Guidelines

Dyson College of Arts and Sciences

Sands College of Performing Arts

Seidenberg School of Computer Science and Information Systems

School of Education

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In the beginning of the third year of a full-time tenure-track appointment, each faculty member must prepare a dossier of their achievements thus far in the areas of teaching, scholarship/creative work, and service. The Department Chair reviews the dossier and provides a written independent assessment of whether the candidate is on track for tenure and promotion. The outcome of the review will be one of the following:

1. The candidate is making strong progress in all three areas, i.e., teaching, scholarship/creative activities/service, and should continue developing all three areas in the same manner.
2. While the candidate is making strong progress in most areas, some areas need to be strengthened. Nonetheless it is the assessment of the Chair (and Departmental TAP Committee) that the candidate can sufficiently improve their standing in all three areas so that tenure and promotion are likely.
3. The candidate has made weak or no progress in the critical areas of teaching and/or scholarship/creative activities and/or service, and the deficits are too serious to overcome in the time remaining before the tenure and promotion review. In such a case, a recommendation to terminate the tenure-track appointment is issued and the candidate receives a terminal year appointment. The Dean and Associate Dean must approve the recommendation before communicating it to the candidate.

In the case where remedial action is required (outcome 2 above), the candidate should be provided with specific recommendations for improvement to make a successful tenure and promotion review likely.

Once the Chair drafts an assessment of the candidate, they then schedule a meeting with the Dean, Associate Dean, Chair and candidate to discuss the review and the recommended actions. (A meeting between the candidate and the Chair is optional; it does not replace the review with the Chair, Associate Dean, and Dean, which is required.)

After the meeting, the Chair drafts a letter summarizing the discussion and any agreements reached with the candidate at the meeting. The Chair submits this letter to the Dean and Associate Dean for review (*the draft must be reviewed by Dean and Associate Dean(s) before it is available to the candidate*).

The Dean's Office then submits the approved and signed (by Chair, Associate Dean(s), and Dean) letter to the candidate, to secure a signature. A fully signed letter is then provided by the candidate to the Interfolio email address to be put into their case in Interfolio.