

2024 Timetable of Procedures for CDFPT Appeal Process[^]

From Faculty Handbook: Subsequent to a negative recommendation by the CDFPT, a faculty member may appeal to the CDFPT Appeals Committee by filing such appeal through the Provost. The CDFPT Appeals Committee is a University-wide Committee that hears appeals from negative promotion and tenure recommendations by the CDFPT. The Appeals Committee is currently composed of six members of the Faculty (exclusive of the School of Law) who are not members serving on the current year's CDFPT and who are elected by their respective Location Faculty Councils: three from the Westchester Faculty Council and three from the New York Faculty Council. Six alternate members are similarly elected to be available in case of inability to attend, or recusal due to a conflict of interest due to service on a related department, College or School TAP committee, or if a challenge for cause is made of a regular member of the Committee. In addition, two voting faculty members of the CDFPT, named by that group, will serve as non-voting liaison representatives to the Appeals Committee. Liaisons respond to questions from the CDFPT Appeals Committee about the facts of applications considered by the CDFPT that are relevant to the CDFPT Appeals Committee's review. At least one liaison must be present at each meeting of the CDFPT Appeals Committee. As with the CDFPT, the Provost will serve as a resource person on matters of procedure.

The Appeals Committee shall only consider whether an appeal is warranted if: (1) procedural due process was not followed (e.g., information provided by the appellant in a timely and otherwise appropriate fashion was not presented to the CDFPT), and/or (2) the appellant is as qualified as a candidate within an equivalent rank recommended by the CDFPT in the same year. Dossiers within relevant rank are made available for review to candidates who wish to appeal the CDFPT recommendation. The CDFPT Appeals Committee may only consider questions answered by the CDFPT liaisons and the same fact sheets, evaluation forms, recommendations, and dossiers of the nominee and others within relevant rank reviewed by the CDFPT. The CDFPT Appeals Committee may only consider information that was available to the CDFPT. As with the CDFPT, the CDFPT Appeals Committee is not bound by precedent or recommendations from prior years. An individual faculty member has the right to appeal the CDFPT decision only on their own behalf. Following its review, the CDFPT Appeals Committee will provide its recommendation in writing to the President and the candidate.

In addition, subsequent to application and non-recommendation by the Appeals Committee of the CDFPT, a candidate may appeal directly to the President concerning his or her promotion and/or tenure.

February 2024

Within one (1) week from Appeal Date: Candidate 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 8e.

Within thirty (30) calendar days of Appeal Date: Candidate(s) submits/uploads the documentation to their appeal case on Interfolio for review.

March/April 2024

Within forty-five (45) calendar days of Appeal Date: Appeals Committee begins review of appeal(s).

Within sixty (60) calendar days of Appeal Date: Appeals Committee recommendation(s) are submitted to The Faculty Center, and the candidate is notified.

May 2024

Within fifteen (15) calendar days of receiving the Appeals Committee's written recommendation:
The President issues decisions 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.