

## TENURE & PROMOTION

### **Policies and Notable Mentions:**

- [Faculty Handbook \(PDF\)](#)
- **TAP Committee:** 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...”
- If you need assistance with anything related to TAP, please email Ally Kimmel at the *Faculty Career Development email address*.

**All forms and templates** referenced in this document are below.

- [Letter of Intent Template \(DOCX\)](#)
- [Tenure Clock Stoppage Form \(DOCX\)](#)
- [Fact Sheet \(DOCX\)](#)
- [CV Template \(DOCX\)](#)
- [Chair or Dean Evaluation \(DOCX\)](#)
- [TAP or CDEPT Evaluation \(DOCX\)](#)

## 2025-2026 Timetable of Procedures for Tenure and Promotion

The timetable outlined below has been approved by the Faculty Council and applies to the University tenure and promotion deadlines. **Individual exceptions to extend deadlines cannot be granted.**

- All correspondence regarding TAP, material, evaluation forms/letters, and lists of committee members should be emailed to the **Faculty Career Development email address** [facultycareerdev@pace.edu](mailto:facultycareerdev@pace.edu), a Pace email inbox monitored by The Faculty Center.

### December 2024

**Friday, December 13:** Information session on tenure and/or promotion (TAP) from 12:00 to 2:15 p.m., via Zoom. Email Faculty Career Development for more information.

### February 2025

**By Tuesday, February 4, EOB: Candidate emails** their Department Chair, cc'ing their Dean and Faculty Career Development:

- Letter of Intent (use template)
- List of a minimum of 10 external evaluators and their bio-sketches (in the Letter of Intent)

*From the [Tenure and Promotion Process](#) guidelines: The Candidate will provide names of external evaluators such that they satisfy an “arms-length” relationship, i.e. should be as independent as possible from the candidate.*

- *External letters are required and should not be professionally affiliated with the nominee, as a result of having in the last five years:*
  - *been a supervisor or a trainee of the nominee*
  - *collaborated, published, or shared funding with the nominee, or have plans to do so in the immediate future*
  - *been employed by Pace University*
  - *feel for any reason unable to provide an impartial review of the nomination*

**NOTE: If a candidate whose Tenure Review date is 2025-2026 decides to request a Tenure Clock Stoppage, this request needs to be approved by February 3, 2025 (using template).**

**By Tuesday, February 18: Faculty Center** holds a session to review the process, deadlines, and guidelines by Zoom.

**By Tuesday, February 25, EOB: Candidate emails** a draft dossier to their Department Chair for feedback, cc'ing their Dean. [Draft includes: CV, Executive Summary, Scholarship, Teaching, and Service statements.]

*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.*

## March 2025

**By Tuesday, March 11, EOB: Department Chair** provides feedback to the candidate on draft dossier.

**By Tuesday, March 25, EOB: Department TAP Committees and Department Chairs** 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 will prepare a list of external evaluators who are in academia on the basis of their ability to comment on the candidate's professional accomplishments, and who are expected to hold at least the rank for which the candidate is being considered, recognizing that the value of external evaluation letters is greatly enhanced by the objectivity and credibility of the author. Evaluators do not have to be scholars in the identical sub-specialty as the candidate, however their specialty should be broadly related to the candidate's sub-specialty and they must have the ability to assess the impact of a candidate's scholarly or creative activities. Letters from full professors are preferred.*
- *Non-academic external evaluators may be included when a clear explanation of the relevance of such an evaluation is presented. It is always in the best interest of the candidate for the most knowledgeable pool of external evaluators possible to be selected.*
- *If a candidate is reapplying for promotion within three years of a previous dossier submission (whether as a result of denial of promotion or withdrawal of the case prior to final decision), five additional new letters should be sought at the time of resubmission.*
- *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.\**
- *The Chair must check the rank/title and arms-length relationship of the external evaluator 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:*
  - *been a supervisor or a trainee of the nominee*
  - *collaborated, published, or shared funding with the nominee, or have plans to do so in the immediate future*
  - *been employed by Pace University*
  - *feel for any reason unable to provide an impartial review of the nomination*

*\*A sufficiently large list would have 15 names. This allows for a better yield of the final minimum of 5 external evaluations.*

## April 2025

**By Tuesday, April 1, EOB: Candidate** sends comments on the full list of external evaluators to their Department Chair. Candidates are responsible to proofing emails, titles, and spelling of names, including those submitted by the Chair. Candidates are permitted to exclude 1/3 of the individuals from the full list.

**By Tuesday, April 8, EOB: Department Chair** sends the roster of external evaluators' bio-sketches and contact information, along with any candidate comments on the evaluators, to the Dean's Office, cc candidate and Faculty Career Development.

This list should be in a word document, include the names chosen by chair/TAP committee and the names chosen by the candidate. Label which names came from Chair/committee and which ones came from the candidate. Email this list to the Dean, cc Faculty Career Development and the candidate.

**By Tuesday, April 15, EOB: Candidate** submits the following documents for external evaluation into their OneDrive folder: curriculum vitae, executive summary, scholarship/research statement and scholarship/research (or creative works) supporting documents.

*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.*

## May 2025

**By Tuesday, May 6: Faculty Center** solicits the finalized roster of external evaluators to receive at least 5 commitments per case. (*Note: the candidate's dossier is shared with those external evaluators who accepted at a later date.*)

## June 2025

**June 2 to 6:** The Academic Portfolio Workshop is held. For more information, please email Faculty Career Development.

**By Tuesday, June 10:** The external evaluators who committed to providing an evaluation for a candidate receive access to materials. Their letters of evaluation are due August 5.

**By Tuesday, June 17 EOB:** Candidates submit their unverified FACT sheet in docx format (using template) to Faculty Career Development.

**By Tuesday, June 24 EOB:** Department and College/School TAP Committees form, and the list of members is communicated to Faculty Career Development by the **Dean's Office**. **Department Chair** informs Faculty Career Development of Department TAP Committee members.

*Note: It is strongly suggested that each TAP committee consist of at least three voting members (the total number of voting members must be odd to ensure proper voting outcomes). If a department does not have sufficient number of full or tenured faculty, seek faculty in other departments. If you need a list of eligible faculty, please contact Ally Kimmel.*

*Note 2: The candidate going for TAP should not form their own TAP committee. This is the responsibility of the candidate's Department Chair or Associate Dean.*

*Note 3: Those on Sabbatical Leave cannot serve on a TAP committee.*

*Note 4: Department Chairs of Associate rank should still serve and provide evaluation for the candidate who is applying for Full. Associate Professors on a TAP Committee may not vote for any candidate that is applying for Full.*

Here is an excerpt from the [TAP Process from the Provost's Office website](#) (review the Chair Responsibilities on that website as well)

## **COMMITTEE RESPONSIBILITIES (DEPARTMENT TAP, SCHOOL TAP, CDFPT, AND CDFPT APPEALS)**

- Voting members must fully participate in committee deliberations. There can be no proxy voting on tenure and/or promotion cases at any level.
- Each faculty member and administrator (including the Department Chairperson) who participates in the tenure and/or promotion process votes only once on any particular case. The committee member may decide at which level to vote if they serve on more than one level of review and will recuse themselves in all other levels.
- Committee members voting for promotion must at least hold the rank being sought by the candidate and must not hold a lower rank than the candidate currently holds. If committee members at lower rank than the candidate are members of a department or school TAP committee, they may be present for the discussion and participate up to the point of vote.
- Committee members voting for tenure must hold tenure.

### **July 2025**

**By Tuesday, July 8, EOB: Candidate** submits their full dossier via OneDrive.

- *Note: The CV template (i.e., flow, order, elements) is required. You may choose the citation style (e.g., APA) for your publications, creative work, etc. You may delete areas not needed or add areas not included. But please keep the flow, font, spacing, and margins.*

### **August 2025**

**By Tuesday, August 5, EOB: Dean's Office** sends a signed and verified FACT sheet form for each candidate to Faculty Career Development.

**By Tuesday, August 12, EOB:** Letters of evaluation from external evaluators are due.

## September 2024

**Wednesday, September 3, 12:00 to 2:00 pm via Zoom: Equity and Pathway to TAP. Department Chairs and Department TAP Committees** must attend an "Equity and Pathway to TAP" Zoom meeting. Ally Kimmel will reach out with more information.

**By Tuesday, September 2: Dean's Office** reaches out to College/School's Faculty Council Chair to inform them of the TAP timeline and procedures and to allow them time to form the College/School TAP Committee (the list of this committee is due **September 16**).

**By Friday, September 5, EOB: Department TAP Committees and Department Chairs** receive access to candidates' dossiers and begin their review. Department Chairs cannot serve on the Department TAP Committee. College of Health Professions and School of Education do not have Department TAP Committees, so the candidates' dossiers in those schools would go to the Department Chair only.

- *Department Chair and Department TAP Committee may not communicate with the candidates regarding their review during the TAP process and cannot ask for their dossier before the date defined in this timetable. If you have any questions or need clarification, please email Faculty Career Development.*
- *The Department Chair (or Associate Deans) must also be present at the start of deliberations to give their charge.*

**By Tuesday, September 23, EOB: Department TAP Committee Chair** submits evaluations, using the appropriate form, to the Department Chair and Faculty Career Development.

- *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 in [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..."*

**By Tuesday, September 30, EOB: Department Chairs** submit an independent evaluation, using the appropriate form, to Faculty Career Development.

**By Tuesday, September 30:** Faculty Councils elect the CDFPT and Appeals Committee representatives and alternates in a timely fashion and submit this information to the Faculty Center. The 2013 Faculty Handbook describes the CDFPT and the Appeals Committee in Section B8e.

## October 2025

**Wednesday, October 1: Equity and the Pathway to TAP. Deans and School TAP Committees** must attend an “Equity and the Pathway to TAP” Zoom meeting. Ally Kimmel will reach out with more information.

**By Tuesday, October 7, EOB: Faculty Center** shares copies of the Department TAP form (which includes the committee vote and the Yes/No recommendation) and Department Chair forms with candidate.

**By Tuesday, October 7, EOB: College/School TAP Committees and Deans** receive access to candidates’ dossiers and begin their review.

- *The School Dean must also be present at the start of deliberations to give their charge.*

**By Tuesday, October 28, EOB: College/School TAP Committee** submits their evaluations, using the appropriate form, to the school Dean and Faculty Career Development. 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...”*

## November 2025

**By Tuesday, November 4: Faculty Center** shares a copy of the School TAP Committee form with candidate (which includes the committee vote and the Yes/No recommendation).

**By Tuesday, November 18, EOB: Dean** submits evaluations, using the appropriate form, to the Faculty Career Development.

**By Tuesday, November 25: Faculty Center** shares a copy of the Dean TAP form with candidate.

## December 2025

**By Tuesday, December 2, EOB:** Deadline for candidate to self-nominate and dossier addenda submission.

- *Note: A self-nomination is only required if the candidate was **not** recommended for TAP by the Department and/or School TAP Committees. With regards to addenda, if the candidate does not have anything new to add or nothing to update, no addendum is needed. If the candidate has a response to the TAP reports, new publications or accepted articles, or new conferences/awards, candidate may submit those to the addendum section.*

**Friday, December 5, 1:00 to 3:00pm:** Organizational meeting of Council of Deans and Faculty on Promotion and Tenure (CDFPT) is held. At this meeting, the Chair, the Secretary, and two campus-based liaisons to CDFPT-Appeals are elected. The date of CDFPT deliberations (January 5 and 6) is shared with the CDFPT Committee.

**Wednesday, December 10:** Equity and the Pathway to TAP. CDFPT must attend an “Equity and the Pathway to TAP” Zoom meeting. Ally Kimmel will reach out with more information.

**By Tuesday, December 9, EOB:** CDFPT receives access to candidates’ dossiers and begins their review.

## January 2026

**Monday and Tuesday, January 5 and 6:** CDFPT meets to deliberate and vote.

**By Tuesday, January 20, EOB:** The Secretary of CDFPT submits evaluations, using the appropriate form, and the summary report of the deliberations (including the Council’s votes) to Faculty Career Development. Note: The CDFPT committee members **do not share anything with the candidate. All CDFPT committee deliberations are kept confidential.** 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 Provost’s Office.

**No later than Tuesday, January 27: The Provost’s Office** sends notification to each candidate recommended for TAP by CDFPT, cc’ing Dean, Department Chair, and Location Faculty Councils. **The Provost’s Office** sends notification to each candidate not recommended for TAP by CDFPT, cc’ing Dean. *The date of this letter is the “Appeal Date” and starts the thirty (30) day appeal period. See CDFPT Appeal Process below for more details.*

## February 2026

**February Location Council Meetings:** Location Faculty Councils vote on the CDFPT recommendations and forward the votes to the President and the Provost.

**Seven (7) Days After Faculty Councils Submit Their Votes:** The President and the Provost review dossiers, taking into account the recommendations at all previous levels of consideration. The President makes a final recommendation to the Board of Trustees.

## March 2026

**Week 1 of March:** The Board of Trustees considers and votes on the President’s recommendations, usually at the next board meeting. Successful candidates are officially notified before the following academic year convenes. Their promotion and/or tenure takes effect on September 1 of the next academic year.

***^Individual exceptions to extend deadlines cannot be granted.***

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## **2026 Timetable of Procedures for CDFPT Appeal Process<sup>^</sup>**

**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 2025**

**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 D9.

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

## **March/April 2025**

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

## **May 2025**

**Within fifteen (15) calendar days of receiving the Appeals Committee's written recommendation:** 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 are submitted to the Faculty Center. Successful candidates are then officially notified before the following academic year convenes.

***^Individual exceptions to extend deadlines cannot be granted.***

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