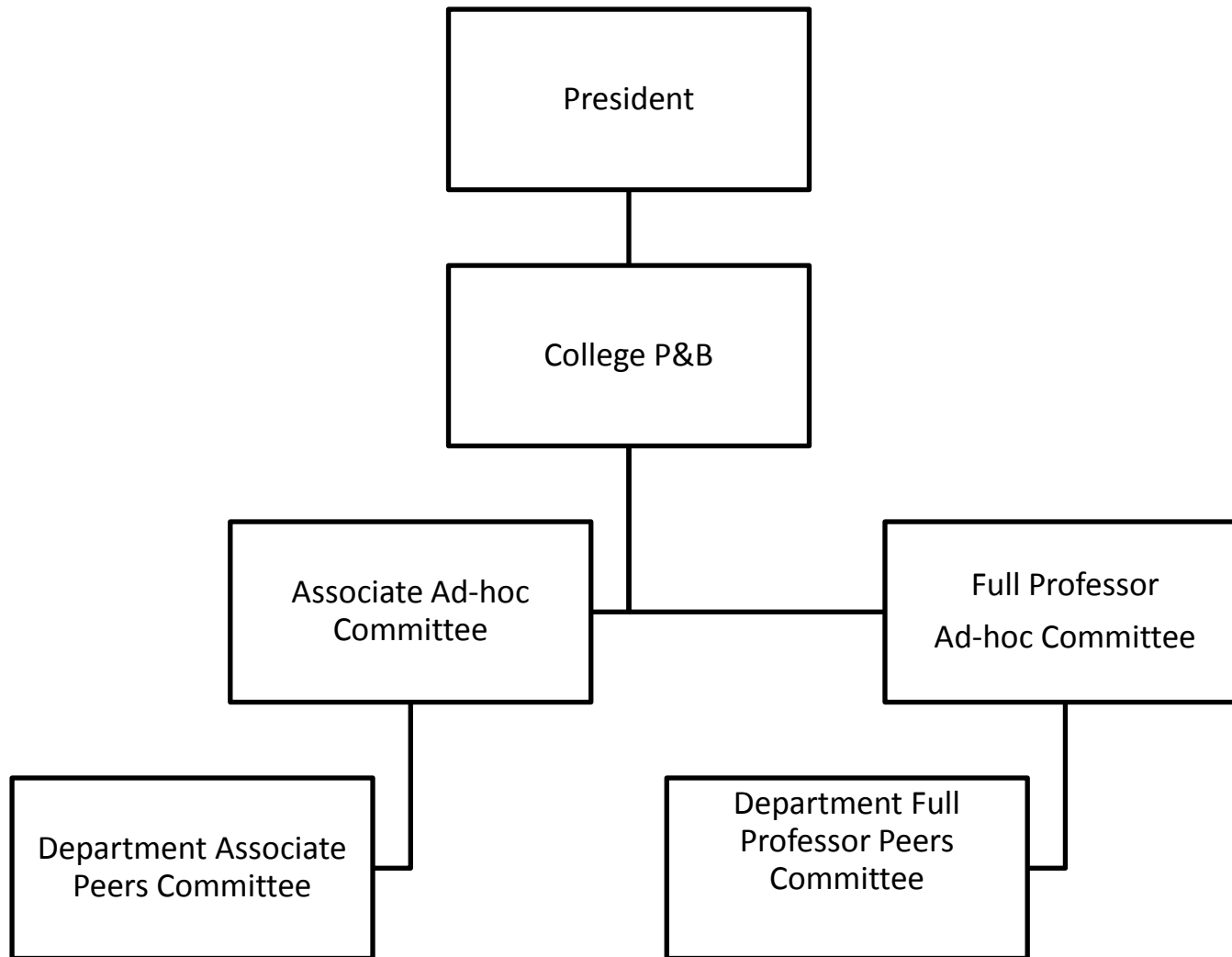


City Tech Promotion Chart



CITY TECH			
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL	APPEALS
<u>Department Peers Committee:</u> 1. Two committees of Associate and Full, respectively. 2. Chair has all eligible candidate observed in Fall and invited candidates to be interviewed by Peers Committee 3. Chair convenes the Peer committees.	<u>No role</u>	<u>Ad-hoc Committee:</u> 1. President appoints 2 committees of 5 or 6 members for Associate and Full respectively. 2. Two members for each must be members of College P&B. Must be chaired by member of P& B. 3. Forward reports to the President prior to presentation at College P&B. 4. Candidate will be considered recommended by 5-1 or 4-1 vote.	Appeals may be made to the Personnel Appeals Committee
<u>Peer Committees:</u> 1. Elect a representative to be interviewed by the Ad-hoc Committee 2. Draft a written report prepared and voted on by Peer Committee 3. Members sign report, and may append comments. 4. Chair holds conference with conference to discuss peer report. Chair drafts a meeting memo signed by Chair and candidate. Candidate also receives unsigned copy of the report.		<u>College-Wide P&B:</u> 1. Ad-hoc report and vote present to College P&B in Spring 2. President in consultation with Provost and Academic Deans makes final recommendation 3. Recommendation provided to College P&B at the first meeting in Sept.	

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PART III - PROMOTION PROCEDURES

- A.
- 1) At the beginning of each academic year, the director of instructional staff relations issues a personnel calendar which includes deadline dates for the promotion process. The office of instructional staff relations will also send to each department chair a listing of those faculty eligible to apply for promotion and will notify each eligible candidate. Any individual who does not receive notification and questions the eligibility listing should contact the director of instructional staff relations.
 - 2) During the fall semester, the president appoints two ad hoc promotion committees each consisting of five or six members of the faculty to examine in depth the candidacies of the applicants for promotion to the rank of associate professor and professor.
 - a) The ad hoc committee on promotion to associate professor will be composed of either five or six members of the faculty holding the rank of associate professor or professor. At least two of its members must be from the College P&B Committee with the ad hoc committee chaired by a member of the College P&B Committee.
 - b) The ad hoc committee on promotion to professor will be composed of either five or six members of the faculty holding the rank of professor. At least two of its members must be from the College P&B Committee with the ad hoc committee chaired by a member of the College P&B Committee.
 - 3) Applications of candidates as well as the required evaluations must be filed with the director of instructional staff relations by the announced deadline dates.
- B. The promotion process to the senior ranks originates with an evaluation by the departmental peers committee. For promotion to the rank of professor, the peers committee is composed of all full professors in the department; for promotion to the rank of associate professor, the committee consists of all associate and full professors in the department. The following procedures are to be followed at the departmental level:
- 1) Department Chairs:
 - a) have all eligible candidates observed during the fall semester, review the observations with the candidates within a three week period, and prepare the appropriate memoranda;
 - b) determine from the candidates whether they wish to appear before the peer committee;
 - c) convene the peer committee to discuss each candidate and to elect a representative to be interviewed by the ad hoc committee. It is the peer committee's responsibility to evaluate each candidate using the college's performance criteria for promotion. These evaluations should result in a written report prepared by and voted on by the peer committee. The report should be signed by each of the members of the peer committee. These signatures indicate that the peers have read the report and are aware that they may append comments. Minority reports may be filed.
 - d) hold a conference with each applicant to discuss the peer committee evaluation report and minority report (if any). This discussion should be reflected in a memorandum signed by the chair and the applicant, a copy of which should be given to the applicant. The candidate should also receive an unsigned copy of the report including any appended comments.

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- e) submit the reports, observations and memoranda together with the name(s) of the elected peer(s) to the director of instructional staff relations via the academic dean by the deadline date.
- 2) In those instances where a candidate makes application for promotion and does not fit the above model, the following procedures will apply:
 - a) Where the department chair is the only peer in the department, the academic dean shall act as a second peer with the department chair writing the report;
 - b) Where the department chair makes application and there are no other peers, the evaluation is performed by the academic dean;
 - c) Where the department chair makes application and there is only one peer, the academic dean and the peer constitute the evaluating body with the peer writing the report;
 - d) Where the department chair makes application and there are two or more peers, the academic dean convenes the peers, an election is held for a peers' chair, the academic dean leaves, and committee of peers evaluates all candidates with the chair of the committee writing the report;
 - e) Where the department chair does not make application and is not a peer, the department chair convenes the peers, participates in the evaluation discussions, but does not vote.
- C. During the spring semester, the ad hoc committees review all applications, personnel files and relevant materials and interview candidates, elected peers, academic deans, the provost and department chairs. The affirmative action officer may also request to be interviewed. The committees will forward their reports to the president prior to their being presented to the College P&B Committee late in the spring semester.
 - 1) A candidate will be considered recommended with a vote of 5-1 or 4-1.
 - 2) In cases where a committee member is a member of the same department as the candidate, the committee member will recuse him/herself from the interviewing and voting processes. A candidate will then be considered recommended with a vote of 4-1 or 3-1.
- D. After action is taken by the College P&B Committee, the president, in consultation with the provost and academic deans, will review the applications of all candidates and will make his/her final recommendations known to the College P&B Committee at its first meeting in September.
 - 1) Appeals may be made to the Personnel Appeals Committee.
 - 2) Candidates not recommended for promotion will meet with their department chair and academic dean early in the fall semester and prior to the beginning of the next promotion process so that the substance of the ad hoc committee's report relative to their candidacy may be shared with them. A record of this meeting will be summarized in a memorandum and placed in the candidate's personnel file.

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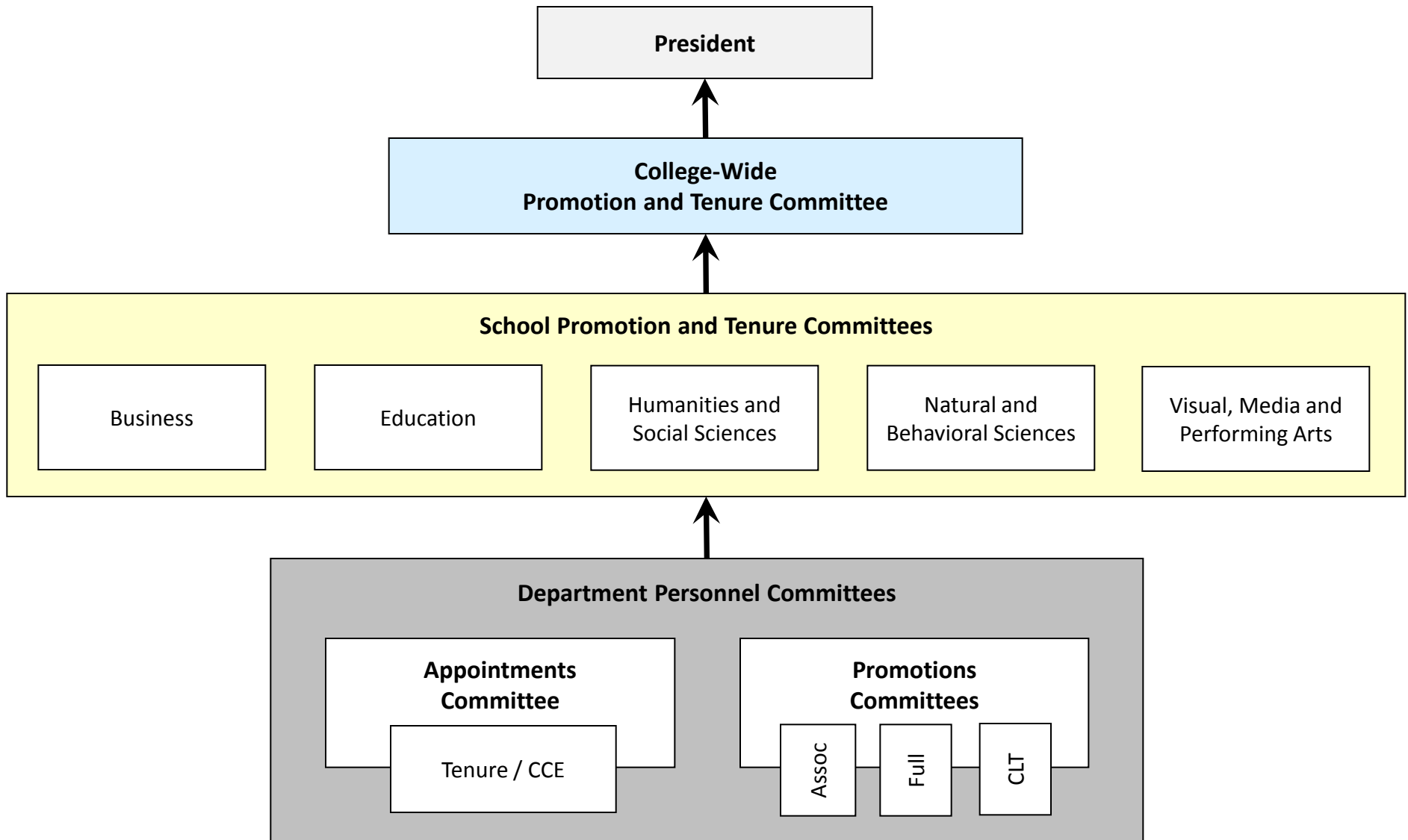
PART IV - PERSONNEL APPEALS COMMITTEE

- A. There shall be a personnel appeals committee whose function shall be to review appeals transmitted to it by those who wish to appeal matters relating to instructional staff appointments, reappointments, certificates of continuous employment, tenure, leaves, promotions and the policies, recommendations and procedures thereto pertaining, and to advise the president on their disposition. Such appeals may be made either before or after the president's decision.
- B. Appeals may be based on academic criteria, on a question of procedure, or on any other grounds put forward and fully substantiated by the appellant. New evidence may be introduced as part of an appeal if it was made available to the appellant after the decision in question was made but pertains to the time period originally under consideration.
- C. Notice of five working days shall be offered to anyone asked to appear at a hearing of the personnel appeals committee.
- D. A completed report of the recommendations of the personnel appeals committee shall be submitted to the president of the college no more than thirty working days after such appeal is presented to the committee.
- E. This committee shall be composed of two tenured associate or full professors from each school and one from the combined unit composed of the department of continuing education, the library, and the department of enrollment management and student affairs. One member from each school shall be elected each fall, by members of the instructional staff in the faculty titles of lecturer, instructor, assistant professor, associate professor and full professor who are eligible to participate in elections for the college council. No two members of the committee shall be from the same department or unit.
- F. In addition, one member from the HEO series and one member from the CLT series shall be elected every other fall, who will serve, with vote, only when an appeal has been presented to the personnel appeals committee by a person in the HEO series or in the CLT series respectively. All persons in the HEO series who are eligible to vote in the elections for college council shall be eligible to vote for the HEO representative. All persons in the CLT series who are eligible to vote in the elections for college council shall be eligible to vote for the CLT representative. These representatives from the HEO and CLT series shall only participate in those actions which involve members of their respective series.
- G. The chairperson of this committee shall be elected from among the membership of the committee by the committee members each fall, following the election held to fill the vacant seats. Each school/area shall conduct a separate election for its representatives. Each elected member shall serve for a two-year term.
- H. No member of the personnel appeals committee may serve more than two consecutive terms.

BARUCH COLLEGE			
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL	APPEALS
<p><u>Departmental Executive Committee:</u> Consists of from five to seven members (as determined by Department's Bylaws). Departments may limit terms. This Committee shall consider and make recommendations for matters related to appointments without tenure to the instructional staff, and reappointments thereto, including reappointments with a Certificate of Continuous Employment. It shall also consider and make recommendations for leaves of absence. It shall transmit its recommendations on these matters to the appropriate School Personnel and Budget Committee.</p>	<p><u>School Personnel and Budget Committee:</u> This Committee shall receive from the several departments all recommendations for appointments and reappointments thereto, with or without tenure or certificate of continuous employment to the instructional staff; for promotions in rank; for special salary increments; and for applications for leaves. It shall also hear appeals from departmental decisions regarding the above, except in the matter of initial appointments. It shall recommend action regarding all of these matters to the College Personnel and Budget Committee. This Committee shall also consult with the Dean of the School on the budget requests submitted by the Dean and on the allocation of funds and personnel. The School Personnel and Budget Committee shall receive from the Promotion Committee recommendations for promotions in rank and shall receive from the Tenure Committee recommendations for appointments and reappointments with or without tenure or Certificate of Continuous Employment ("C.C.E."). The committee shall initiate recommendations for promotion to full professor, for appointments without tenure to the instructional staff, and reappointments thereto, including reappointments with a C.C.E. It shall also hear appeals of decisions of the Promotion Committee and the Tenure Committee. It shall recommend action regarding all of these matters to the College Personnel and Budget Committee.</p>	<p><u>The College Personnel and Budget Committee:</u> shall consist of the President as the non-voting chair; the Vice President for Academic Affairs; the Vice President for Student Development/Dean of Students; the full Deans of the several Schools; the Chairs of each of the School Personnel and Budget Committees; the Chair of the Personnel and Budget Committee for the Department of the Library and Department of Student Development and Counseling ("Independent Units"), who shall be of faculty rank and not a department chair; at least nine additional members of faculty rank who shall not be department Chairs and one matriculated student in good academic standing appointed by the Council of Student Governments.</p> <p>The functions of the College Personnel and Budget Committee shall be to advise the President with respect to recommendations for:</p> <ol style="list-style-type: none"> (1) Instructional staff appointments and reappointments; (2) Conferring of instructional staff tenure and certificates of continuous employment; (3) Promotions in instructional-staff rank; (4) The granting of fellowship and other leaves for the instructional staff; (5) Instructional personnel policies and procedures; and (6) Proposals and policies having instructional budgetary implications. 	<p><u>School Academic Review Committee:</u> This committee shall hear appeals from decisions of the School Personnel and Budget Committees and from decisions of the Personnel and Budget Committee of the Independent Units, and it shall bring its positive recommendations to the College Personnel and Budget Committee for action.</p>
<p><u>Promotion Committee:</u> The Promotion Committee in each department shall be constituted in the manner prescribed in the Bylaws of the Board of Trustees.</p>	<p><u>Promotion Committee:</u> Promotion to the rank of associate professor shall be considered and recommended to the School Personnel and Budget Committee only after an affirmative vote of the Promotion Committee comprised of all associate professors and full professors in the</p>		<p><u>College Academic Review Committee:</u> This committee shall hear appeals from decisions of the College Personnel and Budget Committee,</p>

	<p>School. In the case of candidates seeking promotion to full professor, those of that rank in the School shall be given timely notice by the Dean of such candidacies and of the availability of the files for their review so that they may offer written advice on the candidates to the School Personnel and Budget Committee.</p>		<p>and shall bring its recommendations to the President.</p>
<p><u>Tenure Committee:</u> The Tenure Committee in each department shall consist of all tenured professorial members of the department. This committee shall consider and make recommendations for appointments and reappointments with tenure to the appropriate School Personnel and Budget Committee.</p>	<p><u>Tenure Committee:</u> The Tenure Committee in the School shall consist of all tenured professorial members of the School. This committee shall consider and make recommendations for appointments and reappointments with or without tenure or C.C.E. to the School Personnel and Budget Committee.</p>		
	<p><u>Independent Units Personnel and Budget Committee:</u> This Committee shall receive from the several departments all recommendations for appointments and reappointments thereto, with or without tenure or certificate of continuous employment to the instructional staff; for promotions in rank; for special salary increments; and for applications for leaves. It shall also hear appeals from departmental decisions regarding the above, except in the matter of initial appointments. It shall recommend action regarding all of these matters to the College Personnel and Budget Committee.</p>		

Promotion & Tenure Review



Membership of Promotion and Tenure Review Committees

Departmental Review

Tenure and CCE:

The department's appointments committee votes on reappointment with tenure for professorial titles and college laboratory technicians (CLT). This committee also votes on reappointment of lecturers with the certificate of continuous employment (CCE).

Promotion to Associate Professor:

Full professors, associate professors and the department chairperson vote on promotion to associate.

Promotion to Full Professor:

Full professors and the department chairperson vote on promotion to full professor.

Promotion of CLTs:

Tenured faculty will vote on promotion of CLTs to the ranks of senior college laboratory technician and chief laboratory technician.

The recommendations on promotion and tenure/CCE are submitted to the appropriate School Promotion and Tenure Review Committee at the next level.

School Review

There are five promotion and tenure review committees corresponding to the five schools.

Each school committee will consist of one tenured associate or full professor, excluding chairpersons, from each department in that school. If there are fewer than five departments in a school, additional members-at-large will be elected to bring the membership to five.

The appropriate dean will convene each of the school committees, but will have no vote.

Each school review committee will consider all promotion and tenure/CCE within its school. A member of each school review committee will report its recommendation to the college-wide promotion and tenure committee.

College-wide Review

The college-wide promotion and tenure committee will be composed of all department chairpersons.

The chairperson of the CAP Liaison Committee will serve as chair of this committee.

The college-wide committee considers all candidates for promotion and tenure/CCE and reviews the recommendations of the school review committees. The recommendations of the college-wide committee, along with the recommendations of the school review committees, are forwarded to the president for consideration.

BROOKLYN COLLEGE		
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL
<u>Department Appointments Committee:</u> 1. Votes on Tenure. 2. Full professors, Associates, and Chair vote on Associate promotion; Professor and Chair on promotion to Full.	<u>School Promotion and Tenure Review Committees:</u> 1. Each school has its own review committee. 2. One tenured Associate or Full per Dept. from each school. 3. Members are elected to 3 year term in conjunction with triennial elections. 4. Meet with School Dean to clarify written record, but Dean does not vote or is present during the voting. 5. A member of each school review (not the Dean) reports the committee recommendations to the College P&B.	<u>College-Wide Promotion and Tenure Committee</u> 1. Made up by Department Chairs and “Liaison Committee of the Council on Administrative Policy.” 2. Review recommendations of the School Review Committees and then, make their own recommendations. 3. Send their own recommendations with the School Review committee to the College President

CITY COLLEGE			
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL	APPEALS
<p><u>Executive Committee:</u> Considers all matters related to appointments to the instructional staff, and reappointments thereto, without tenure and without a CCE; applications for sabbatical and other leaves; and the Departmental budget as submitted for approval by the Chair. It shall transmit its recommendations to the appropriate Personnel and Budget Committee.</p>	<p><u>Personnel and Budget Committees (for each school, where allowed):</u> This committee receives department recommendations for appointments or reappointments with tenure, to the instructional staff, and for promotions in rank. Where allowed by the President and the Dean, it also receive recommendations from Departments for appointments and reappointments without tenure, and for compensation to be paid appointees. The Committee may also re recommend to the Review Committee special salary increments.</p>	<p><u>The Review Committee:</u> The function of this Committee is to recommend to the President:</p> <ol style="list-style-type: none"> (1) Appointments and reappointments (2) Conferring tenure (3) Promotion (4) Personnel recommendations, policies and procedures (5) Proposals and policies having budgetary implications. <p>The Committee shall consist of the P&B Committee of the College, the Provost/Academic Vice-President as Chair, the Deputy Provost, all School Deans, Full Deans, Vice Presidents, the Vice Provost, and Chief Librarian. The Chairperson of the Faculty Committee on Personnel Matters and the Chairperson of the Executive Committee of the Faculty Senate shall be members ex officio with vote. The Chief Librarian shall not be present during personnel actions.</p>	<p>None Provided</p>
<p><u>Department Promotion Committee:</u> This committee shall make recommendations to the Review Committee for promotion. The department chair shall chair the promotion committees except in the even the department chair does not hold equal or higher rank than the candidate seeks. In that event the members of the department will elect a faculty member of the highest rank to be chairperson of the promotions committee.</p>		<p><u>Faculty Committee on Personnel Matters:</u> Advisory to the President. Considers the tenure and promotions process as a whole, receives references from the Review Committee, considers general criteria for personnel matters, and advises on the appointment of Distinguished Professors.</p>	
<p><u>Procedures for Tenure/Tenure Committee:</u> Tenure of tenure-track faculty members shall be recommended by departmental tenure committees (see Advisory Panels and Internal and External Evaluators below). Tenure shall be voted on by all tenured individuals in the department.</p>			
<p><u>Advisory Panels and Internal and External Evaluators:</u> Department committees on tenure and promotion shall establish advisory panels consisting of three persons in the department who hold higher rank than the candidate in the case of promotion, or three tenured persons in the case of tenure; one member of each advisory panel shall be chosen from a list of three submitted by the candidate.</p>			

HUNTER COLLEGE ¹			
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL	APPEALS
<p><u>Department P&B:</u> This Committee decides on reappointment for untenured faculty. When the individual goes up for tenure, the review process goes to the School/Division Committee for review. Promotion also goes from the department (I'm not sure who is on the Department Promotion Committee), to the School/Division Committee for a vote.</p>	<p>School/Division Review and Vote: Here again, I'm not clear who is on this Committee, but I do know that in terms of tenure and promotion, positive votes from this committee then are sent to the President and Provost. It is only <u>after</u> the President and Provost are notified that the vote goes to the College P&B (at Hunter called the Faculty Personnel and Budget Committee (FP&B))</p>	<p>Faculty Personnel and Budget Committee (FP&B): I would guess that this is Hunter's version of our College P&B, but I don't know if the composition differs.</p>	<p><u>The Appeals Committee:</u> This is referred to as the "Appeals Committee of the FP&B," and is charged by the President in the event an individual is turned down by the FP&B for tenure and/or promotion.</p>

¹ Hunter's policies are not as clear in terms of promotion, so much of this is from what I've been able to piece together.

JOHN JAY COLLEGE		
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL
<u>Department Appointments Committee:</u> 1. Votes on Tenure and Promotion. 2. Committee does NOT meet with candidate 3. Chair informs Candidate of vote. No other member of Committee can communicate with the candidate.	No Role	<u>Review Committees of the Committee on Faculty Personnel</u> 1. Subcommittee of Larger Committee 2. Three committees: Reappointment, Tenure, Promotion 3. Assignment made by the Provost 4. Members must hold rank of Associate or Full Professor 5. Presentation made by Dept. Chair 6. Result of vote reported to Dept. Chair 7. Vote and report forwarded to full Committee <u>Full Committee on Faculty Personnel</u> 1. College President, Provost, Dean of Graduate Studies, Dean of Undergraduate Studies, Deans of Research, Department Chairs, six elected at large members of Associate or Full rank. 2. Chaired by President 3.

QUEENS COLLEGE			
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL	APPEALS
<p><u>Department P&B Committee:</u> There is nothing that indicate who serves on this committee. However, I've summarized the procedures at the department level for tenure and/or promotion below.</p> <p>(1) The Tenure and Promotion Report (TPR) is prepared. This document summarizes information about the candidate. The preparation of the report is the responsibility of the department.</p> <p>(2) Department P&B Report: The department P&B report should be a summary of all the information the P&B has collected on the teaching effectiveness, research and scholarly production, and service of the candidate.</p> <p>(3) After the department P&B committee has considered and voted, the recommendation is sent to the appropriate Divisional Advisory Committee.</p>	<p><u>Divisional Advisory Committee:</u> The caucus of each division, will review each case. Following deliberations, each voting member of the committee, regardless of rank, will rate each candidate in a secret ballot.</p> <p>For tenure/CCE, there is a 1 to 3 scale, as follow: 3 = qualified (the member believes the candidate is qualified) 2 = uncertain (the member is uncertain about the candidate's qualifications) 1 = unqualified (the member believes the candidate is unqualified)</p> <p>For promotion, there is a 1 to 5 scale, as follows: 5 = very strong 4 = strong 3 = moderate / uncertain 2 = weak 1 = very weak</p> <p>Ratings 5 and 4 mean promotion is recommended, while 3, 2, and 1 mean it is not recommended.</p> <p>The ratings of the Divisional Advisory Committee are forwarded to the Subcommittee on Tenure/CCE and Promotion as individual scores and as a group mean. These divisional ratings are advisory.</p>	<p><u>College-Wide P&B:</u> The College P&B is informed of the Subcommittee on Tenure/CCE and Promotion's advisory recommendations, affirmative and negative, concerning candidates. The College P&B, by secret ballot, recommends candidates to the President. All candidates are then informed by the Provost's Office of the College P&B's recommendations.</p>	<p>None Provided</p>
	<p><u>Subcommittee on Tenure/CCE and Promotion:</u> This subcommittee has two members from each of the Divisions of Arts & Humanities; Math and Natural Sciences; and Social Sciences and one member from the Division of Education, and convened and chaired by the provost as non-voting member. Divisional members are nominated by the four divisional subcommittees of the College P&B Committee and elected by the full College P&B. The subcommittee, voting by secret ballot, makes advisory recommendations to the College P&B.</p>		

CUNY By-Laws, (accessed 10/25/15)

SECTION 9.5. APPOINTMENTS.

a. Recommendations for full-time appointments in a department shall be initiated (1) by the department or (2) to a professorial title by the president pursuant to his/her responsibilities in accordance with section 11.4. of these bylaws. The president may recommend that such appointee be designated as department chairperson. Such recommendation by the president for appointment and designation as department chairperson may be made either at the time of election of department chairperson or at such other time as the educational interests of the college may require. Before recommending such appointment or designation, the president shall confer with the members of the department and with the college committee on faculty personnel and budget.

b. All full-time appointments, reappointments, and reappointments with tenure to a department, except as above specified, shall be recommended to the college committee on faculty personnel and budget or its equivalent by the chairperson of the department after consultation with the president in accordance with the vote of the majority of the members of the department's committee on personnel and budget, save that a minority of any committee on appointments or departmental committee on personnel and budget shall have power to submit a minority recommendation to the college committee on faculty personnel and budget.

SECTION 9.6. PROMOTIONS.

a. Each college shall select one of the following plans for promotions:

PLAN NO. ONE. Promotions to the rank of associate professor shall be recommended only after an affirmative vote of a majority of all associate professors and professors in the department. In departments where every professorial rank is not represented, recommendations for promotion shall be initiated by the department personnel and budget committee. This plan shall not apply in the case of promotion to a professorship. No faculty member shall vote on his/her own promotion. A minority of any departmental committee on personnel and budget or any committee under this plan shall have the power to submit a minority recommendation to the college committee on faculty personnel and budget.

PLAN NO. TWO. All promotions to the rank of associate professor shall be recommended to the college committee on faculty personnel and budget by the chairperson of the department only after a majority affirmative vote of the departmental committee on personnel and budget; provided, however, that no member of such committee shall vote on his/her own promotion. This plan shall not apply in the case of promotion to a professorship.

b. Promotion to the rank of professor shall be recommended by the faculty committee on personnel and budget only after an affirmative vote of a majority of all associate professors and professors on the committee.

c. The president shall have the power to make an independent recommendation for promotion in any rank to the board, after consultation with the appropriate departmental committee and with the faculty committee on personnel and budget. In all instances no final action of departmental committees with regard to promotions shall be taken without consultation with the president.

SECTION 9.7. TIE VOTES.

A tie vote in a case affecting an appointment, a reappointment, or a promotion shall be considered as a failure of the motion to prevail. Tie votes in the election of a department chairperson or for representation on departmental committees on personnel and budget or committees on appointments or on the faculty council or faculty senate shall be resolved by action of the president.

SECTION 9.8. NEW COLLEGES OR NEW SCHOOLS.

Unless otherwise provided, the provisions of this article, insofar as they specify certain organizational duties and responsibilities of the instructional staff, shall not apply to a newly-created college or a newly-created school in a college until five years after its establishment unless the president, prior thereto, notifies the board of its desire to be governed by these bylaws. However, insofar as practicable, the spirit of these bylaws shall be observed in the organization and operation of such new college or school.

SECTION 9.9. COLLEGE GOVERNANCE PLANS.

The provisions in a duly adopted college governance plan shall supersede any inconsistent provisions contained in this article.