

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; <i>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.</i></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>Tenure Committee: 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>Tenure Committee: 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>		

CITY COLLEGE			
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL	APPEALS
<p>Executive Committee: 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>Personnel and Budget Committees (for each school, where allowed): 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>The Review Committee: The function of this Committee is to recommend to the President: (1) Appointments and reappointments (2) Conferring tenure (3) Promotion (4) Personnel recommendations, policies and procedures (5) Proposals and policies having budgetary implications. 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. <i>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.</i></p>	<p>None Provided</p>
<p>Department Promotion Committee: 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>Faculty Committee on Personnel Matters: 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>Procedures for Tenure/Tenure Committee: 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>Advisory Panels and Internal and External Evaluators: Department committees on tenure and promotion shall establish advisory panels consisting of three persons in the department who hold higher rank that 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 COLLEGE¹			
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL	APPEALS
<p>Department P&B: 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>The Appeals Committee: 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.

QUEENS COLLEGE²			
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL	APPEALS
<p>Department P&B Committee: 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 <i>Tenure and Promotion Report</i> (TPR) is prepared. This document summarizes information about the candidate. The preparation of the report is the responsibility of the department.</p> <p>(2) <i>Department P&B Report:</i> 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 <i>Divisional Advisory Committee</i>.</p>	<p>Divisional Advisory Committee: 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 <i>Subcommittee on Tenure/CCE and Promotion</i> as individual scores and as a group mean. These divisional ratings are advisory.</p>	<p>College-Wide P&B: 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>Subcommittee on Tenure/CCE and Promotion: 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>		

² Queens College uses the November 1, 2004 Memorandum from Frederick P. Schaffer as it's guidelines for P&B procedures.

CITY TECH³			
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL	APPEALS
<p>Department Peers Committee:</p> <ol style="list-style-type: none"> 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. 	<p>No role</p>	<p>Ad-hoc Committee:</p> <ol style="list-style-type: none"> 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. 	<p>Appeals may be made to the Personnel Appeals Committee</p>
<p>Peer Committees:</p> <ol style="list-style-type: none"> 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. 		<p>College-Wide P&B:</p> <ol style="list-style-type: none"> 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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BROOKLYN COLLEGE⁴		
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL
<p><u>Department Appointments Committee:</u></p> <ol style="list-style-type: none"> 1. Votes on Tenure. 2. Full professors, Associates, and Chair vote on Associate promotion; Professor and Chair on promotion to Full. 	<p><u>School Promotion and Tenure Review Committees:</u></p> <ol style="list-style-type: none"> 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. 	<p><u>College-Wide Promotion and Tenure Committee</u></p> <ol style="list-style-type: none"> 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

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JOHN JAY COLLEGE⁵		
DEPARTMENT LEVEL	SCHOOL LEVEL	COLLEGE LEVEL
<p><u>Department Appointments Committee:</u></p> <ol style="list-style-type: none"> 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. 	<p>No Roll</p>	<p><u>Review Committees of the Committee on Faculty Personnel</u></p> <ol style="list-style-type: none"> 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 <p><u>Full Committee on Faculty Personnel</u></p> <ol style="list-style-type: none"> 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.

⁵ Queens College uses the November 1, 2004 Memorandum from Frederick P. Schaffer as it's guidelines for P&B procedures.