

## Process for Tenure Review and File Organization

For tenure and promotion cases, the CBA requires the following dates are observed:

- **September 1:** By this date all tenure applications must be submitted through Blackboard (per CBA Appendix A). The Dean's office will create a Blackboard site for each tenure candidate. See guidelines "Tenure Review Process on Blackboard," dated 10/18/2018. Candidates should also consult FPS 15.IV.
- The department Chair should notify candidates in writing, as required by FPS 15.IV, that the submission deadline is September 1. Both the Chair and Associate Dean for Curriculum and Personnel are available for advice about what sorts of materials should be submitted and about how they might be organized.
- Inform the Dean and Associate Dean of the membership and elected chairperson of AHTC as soon as it is established.
- **December 15:** By this date the Chair's recommendation and that of the Ad Hoc Tenure Committee (AHTC) are to reach the Dean's office. If required, action by the School's Faculty Personnel Board (FPB) will then take place before the Dean makes a recommendation to the Provost.

Early in the Fall semester, the Chair should be sure that the AHTC has begun to function according to Article IV.A. of Faculty Policy Series #15 and Article 5.7 of the CBA. Ascertain that the size and composition of the AHTC conforms to the guidelines prescribed in FPS 15.IV.A. In particular, note that, "In order to act, the committee shall have no fewer than five members, nor fewer than 60% of the tenured members (whichever number is greater)." If a department does not have at least five eligible tenure committee members, the Chair should first consult with the Dean's office for advice about adding supplementary faculty from outside the department. Per FPS 15.IV.A.1.b, the Chair must then convene a meeting at which time all full-time faculty in the department, including the chair, will select by majority vote the requisite number of supplementary members to the AHTC.

The AHTC's are responsible for soliciting such evidence as, for example, student opinion and external letters of evaluation. They must allow adequate time for gathering such information. **In order to meet the December 15 deadline, the AHTC must start its work early in the Fall semester.**

Tenure guidelines in FPS #15 and Articles 5.7 through 5.8 of the CBA should be reviewed carefully. In particular, attention should be paid to the procedure mandated in Article 5.7 of the CBA concerning written statements about a candidate exchanged by members of an AHTC: Any such exchange must take place on a Blackboard site *separate from the tenure candidate's own blackboard site*. The AHTC chair should contact the dean's office if such a site is wanted.

- **March 30:** The date the dean's recommendation is due in the provost's office.
- **August 31:** The date the university is to render its final decision in each tenure case.

Please see the most recent revision (1997) of the key policy document in tenure matters, Faculty Policy Series 15 (rev. 1997) as well as the "Policy on Tenure and Scholarly Productivity," passed by the Hofstra College Faculty on May 5, 1999. Please be sure that the candidate and the members of the AHTC committee are provided with these documents, as well as the department's statement on tenure and scholarly productivity.

### **SUBMISSION OF DEPARTMENTAL MATERIALS:**

Not later than December 15, please gather and submit together, in hard copy, the following documents:

#### **In Folder 1:**

1. AHTC recommendation, including any minority reports cc'd on letter(s) and sent to Dept Chair, Candidate, and AAUP president (signatures next to typed names of committee members)
2. Department Chair recommendation cc'd on letter and sent to Chair of AHTC, Candidate, and AAUP president
3. Annual Evaluations
4. CTR's
5. Candidate's personal statement
6. Updated cv (see updated guidelines 5-19-17)

#### **In Folder 2:**

1. Per CBA, minutes of any and all meetings of AHTC to discuss tenure candidacy of candidate(s).
2. Any and all letters of support sent to the department or AHTC from students, Hofstra colleagues, outside colleagues or external reviewers.

**Note 1:** The AHTC's and the Chair's letters of recommendation should also be uploaded to the Candidates Bb site.

**Note 2:** The letters of support submitted to the committee or the department should **NOT** be placed on the candidate's Bb site. If they have been uploaded by mistake, please remove them and only submit them in hard copy.

**Note:** Do not staple documents together. Please use paperclips. All materials must be single-sided, no double-sided pages.

***Any deadline that falls on a weekend or administrative holiday will be moved to the next full business day after the deadline.***