

Process for Tenure Review and File Organization (July 2025)

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 Canvas (per CBA Appendix A). The Dean's office will create a Canvas site for each tenure candidate. See guidelines "Tenure Review Process on Canvas," dated July 2025. 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. The Associate Dean for Curriculum and Personnel is available for advice about what sorts of materials should be submitted and about how they might be organized up until the September 1 deadline.
- 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 Canvas site *separate from the tenure candidate's own Canvas site*. The AHTC chair should contact the dean's office if such a site is wanted.

- **March 8:** The date the dean's recommendation is due in the provost's office.
- **June 30:** 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 submit to the following documents in two separate PDF files (email to Senior Associate Dean for Curriculum and Personnel, Jean Dobie Giebel and cc Chris Jenkinson):

In PDF 1 - in this order:

1. Check off Sheet (indicating the personnel action)
2. Department Chair recommendation **(must be signed)**
cc's must be sent to Chair of AHTC, Candidate, and AAUP president and noted on the letter
3. AHTC recommendation, including any minority reports **(must be signed* see footnote)**
cc's on letter(s) must be sent to Chair, Candidate, and AAUP president and noted on the letter
4. Candidate's personal statement **(must be signed)**
5. updated cv (see attached guidelines)

In PDF 2 - in this order:

1. Per CBA, minutes of all meetings of AHTC to discuss tenure candidacy of candidate.
2. An index of all letters of support clearly marked with level of review (see Index Template)
3. All letters of support sent to the department or AHTC from students, Hofstra colleagues, outside colleagues or external reviewers. **Letters from colleagues and external reviewers must be signed. Students may use their Hofstra email account as a signature.**

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

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

*** CBA Article 5.1.7: Where a signature or written consent is required by the provisions of this Agreement, a person may provide their signature or written consent (or non-consent) by e-mail, provided that the e-mail shall originate from the sender's Hofstra e-mail account.**

The person responsible for collecting the signatures shall maintain the record of the e-mail consents (or dissents). Please indicate on the signature page the names of the persons from whom e-mail consents (or dissents) have been obtained.

Please do not attach the e-mails to the document in the pdf. The record of emails should be uploaded to the candidate's Canvas site.

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