

**MEMORANDUM**

To: CUNY Presidents  
From: Lexa Logue, Executive Vice Chancellor and University Provost  
Date: October 28, 2010  
Subject: Faculty Promotion and Tenure Dates

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I write to advise you of a change in the effective date of faculty promotions. For promotions occurring during the 2012-2013 academic year and thereafter, promotion will become effective on the same date as the date of reappointment. Thus, for example, in the colleges in which promotions would, according to past practice, have been effective on January 1, 2013, the promotions will now become effective on August 24, 2012 (the day after the faculty leave period ends in that year, which is the date of reappointment). For the colleges in which promotions would, according to past practice, have been effective on September 1, 2012, the promotions will now also become effective on August 24, 2012. No change is being made in the date on which tenure is granted, which will remain as September 1. I would like to explain the rationale for these changes.

CUNY policy requires that decisions on faculty tenure and promotion be two separate actions. At some CUNY campuses, both actions have been effective on September 1. However, at other CUNY campuses, tenure has been effective on September 1, but promotion has been effective on January 1. This has resulted in many campuses having different meetings, separated by many months, for tenure and promotion cases, and candidates having to prepare their materials twice.

At most universities other than CUNY, all actions of faculty tenure and promotion are effective on September 1. Having the same effective date for both actions enables, for example, someone to be simultaneously promoted to associate professor and given tenure, probably the most common personnel action for continuing faculty in the United States.

In order to ensure that faculty are treated similarly on all of our campuses, and in order to bring our procedures more in line with nationally accepted norms, beginning fall 2012 the effective date for promotion will coincide with the date of reappointment in August (*i.e.*, the day after the teaching faculty annual leave period ends). The date of tenure of continuing faculty will continue to be September 1. Although using September 1 as the date for both promotion and tenure was considered, this would have resulted in the undesirable situation of reappointing the faculty member for several days in August in the lower title. We also considered making both actions effective as of the date of reappointment in August. However, we cannot do this for tenure actions because section 62.12 of the New York State Education Law states that tenure must be granted effective September 1. Therefore the simplest option, and the one most beneficial for faculty, is to make promotion effective as of the date of reappointment and tenure

as of September 1. Separated by only several days, this will result in both actions being treated, effectively, as if they were simultaneous. In addition to ensuring that CUNY has internally consistent procedures that are more in line with those of other universities, these changes should save both candidates and committee members significant amounts of time.

Please note that CUNY policy will still require, for faculty being simultaneously considered for promotion and tenure, that there be two separate votes. However, the two votes can both be taken at the same committee meeting, based on one set of candidate materials, in which those voting will have to review the materials only once.

In light of this change, you may wish to consider reviewing your college's governance plan in order to achieve further efficiencies. For example, at some colleges the tenure recommendation is made by a P&B committee but the recommendation for promotion to associate professor is made by a separate, and differently constituted, promotions committee. It would seem desirable to have the two decisions made at the same time by the same group.

If you have any questions or concerns about these changes, please contact Associate University Provost Julia Wrigley ([julia.wrigley@mail.cuny.edu](mailto:julia.wrigley@mail.cuny.edu), 212-5658) in the central office. Thank you.

cc. Chancellor Matthew Goldstein  
Executive Vice Chancellor Allan Dobrin  
Senior Vice Chancellor Frederick Schaffer  
Senior Vice Chancellor Mark Shaw  
Vice Chancellor Pamela Silverblatt  
Vice Chancellor Gloriana Waters  
Associate Vice Chancellor Matthew Sapienza  
Senior University Director Raymond O'Brien  
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