



March 23, 2011

MEMORANDUM

To: College Presidents

From: Frederick P. Schaffer 
General Counsel and Senior Vice Chancellor for Legal Affairs

Gloriana Waters 
Vice Chancellor for Human Resources Management

Re: Pre-Tenure Year Review Policy

At the CUNY Board of Trustees meeting on February 28, 2011, the Board of Trustees adopted a new "Pre-Tenure Review Policy," a copy of which is attached to this memorandum. The policy became effective on March 1, 2011.

The Pre-Tenure Review Policy ("Policy"), which was based on similar policies in effect at several CUNY campuses, provides an additional mechanism for reviewing the progress of tenure-track faculty members in order to ensure appropriate guidance. As the Policy details, this is done by having an appropriate dean, or other academic administrator designed by the President, review the personal personnel file of each untenured tenure-track faculty member during the spring of his/her third year of service, following the annual evaluation. The dean or other administrator discusses his/her review with the department chairperson, and prepares a memorandum to the chairperson regarding the faculty member's progress toward meeting the tenure standards, and setting forth recommendations for any additional guidance to be provided to the faculty member. The Policy further describes how this memorandum will be shared with the faculty member, and placed in the faculty member's personnel file. Finally, the Policy allows the appropriate body at each campus to adopt implementation procedures consistent with the Policy.

As it is now the beginning of spring, each college must begin conducting pre-tenure reviews of tenure track faculty in their third year of service so that all reviews are completed by the end of the spring 2011 semester.

If you have any questions regarding the Policy, please contact Frederick P. Schaffer.

cc: Chancellor Matthew Goldstein
Executive Vice Chancellor Alexandra W. Logue
Chief Academic Officers
Legal Affairs Designees
Labor Designees

THE CITY UNIVERSITY OF NEW YORK

Pre-Tenure Year Review Policy

RESOLVED, That the Board of Trustees adopt the following pre-tenure review policy, effective March 1, 2011:

In order to ensure that each tenure-track faculty member has adequate guidance on the progress he/she is making towards meeting the standards for tenure, the school, divisional or other appropriate dean or academic administrator designated by the President (hereinafter the "Dean") shall review each such faculty member at the end of his or her third year of service.

The Dean shall review the personal personnel file of each untenured tenure-track faculty member in the spring of his/her third year of service, following the annual evaluation conducted pursuant to the PSC/CUNY collective bargaining agreement. Thereafter, the Dean shall meet with the chairperson of the faculty member's department to discuss the faculty member's progress. After that meeting, the Dean shall prepare a memorandum to the department chairperson regarding the faculty member's progress toward tenure and setting forth recommendations for any additional guidance to be provided to the faculty member.

The Dean's memorandum shall be provided to the faculty member and discussed with him/her by the department chairperson and/or the Dean. Following the meeting, the Dean may, where appropriate, attach an addendum to the memorandum based on the Dean's participation in the meeting or the department chairperson's report of the meeting to the Dean. In accordance with the procedures set forth in the collective bargaining agreement between the University and the Professional Staff Congress, the faculty member shall be asked to initial the Dean's memorandum and addendum, if any, before it is placed in his/her file, and the faculty member shall have the right to include in his/her personnel file any comments he or she has concerning the Dean's memorandum.

The appropriate body at each college may adopt implementation procedures that are consistent with this policy. Such procedures may provide, for example, whether the discussion of the Dean's memorandum with the faculty member will be conducted by the department chairperson, the Dean or both and whether the faculty member may have a choice in the matter. In addition, notwithstanding the provision as to the timing of the review set forth above, a college governance body may chose to provide for this review more than once prior to the year of tenure decision, in which case the review shall occur at appropriate intervals and not necessarily at the end of the third year.

EXPLANATION: In recognition of the fact that faculty candidates for tenure consideration often benefit from additional feedback concerning their candidacy, this policy requires that academic deans review the progress of untenured tenure-track faculty members toward the end of their third year of service, in order to make sure that the candidates have adequate guidance concerning their progress toward tenure. A similar policy has been in effect at several CUNY campuses for a number of years and has proved useful in providing timely guidance to faculty members.