

## **Queens College Guidelines for Conducting Pre-Tenure Year (Third Year) Review Adopted 11/11/15**

The [Pre-Tenure Year Review](#) (hereinafter “Third Year Review”) was adopted by the CUNY Board of Trustees in recognition that tenure-track faculty members will benefit from additional feedback and guidance on the progress they are making towards meeting the standards for tenure. This detailed performance evaluation is conducted by the Divisional Dean midway through the seven year tenure clock after the annual evaluation conducted pursuant to the collective bargaining agreement between PSC/CUNY and the University ([CBA](#)).

1. The faculty member will be notified by his/her Divisional Dean in the Fall of his/her third year of service that the Third Year Review will be conducted during the next academic year. The Dean should explain that there is a standard Curriculum Vitae and Personal Statement (CV-PS) posted on the [Provost's webpage](#) and advise the faculty member to complete the CV during the Fall of the third year of service. (The personal statement does not need to be completed at this time.) The Department Chair should assist the faculty member to ensure that the CV is complete.
2. At the beginning of the Spring semester of the third year, the Chair should obtain from the faculty member a completed CV and an updated research plan with supporting materials, including copies of publications or work in progress, or other evidence of scholarly or creative work.
3. In mid-March of the faculty member's third year of service, the Department Personnel and Budget Committee will review the Faculty member's CV, the personal personnel file, all publications and works in progress, teaching evaluations, teaching observations, and any other indicators of total academic performance. The Department P & B will consult with the Chair on what to include in the annual evaluation.
4. After there has been consultation between the Department P&B and the Chair, the Chair or a member of the departmental P&B assigned by the Chair will conduct an annual evaluation conference with the faculty member. At this annual evaluation conference, the Chair should discuss the faculty member's total academic performance and professional progress for that year and cumulatively to date, and address his/her progress towards tenure.
5. Following the conference, the Chair or the assigned member of the P&B shall prepare a record of the discussion in memorandum form for inclusion in the faculty member's personal file. Within ten (10) working days after the evaluation conference, a copy of the memorandum shall be given to the employee in accordance with the CBA.
6. By the Fall of the fourth year, the divisional Dean shall have the annual evaluation report as well as copies of the materials submitted by the faculty member.

7. In the Fall semester, the Dean will review each faculty member's evaluation report as well as the his/her personal personnel file and other submitted materials. The Dean will meet with the Chair to discuss the faculty member's progress.
8. The Dean prepares a memo to the Chair regarding the faculty member's progress towards tenure along with any recommendations for additional guidance. This memo, the Third Year Review memo, will be sent to the Chair, with a copy to the faculty member.
9. The Dean meets to review this memo with the faculty member, or with the faculty member and Chair. Following that, if necessary, the Dean will prepare an addendum to the memo based on the meeting. The faculty member will be asked to initial the memo before it is placed in his/her personal personnel file, and shall have the right to include in his/her personnel file any comments he or she has concerning the Dean's memo.
10. When considering the faculty member's for reappointment for a fifth year, the Department P&B should consult the personal personnel file including the CV, the Department Chair's annual evaluations, and the Dean's Third Year Review memo. The Dean should also refer to all of these materials in determining whether to recommend reappointment to the Provost and President. The Dean's memo should be referred to in subsequent reappointment letters, particularly any recommendations for guidance.