*Letter offering consideration for early tenure to a newly hired candidate with previous service at the time of hire.*

DATE

NAME

ADDRESS

ADDRESS

Dear:

We hope you will decide to accept the offer described in our letter of [dated] and join the [ ] department at Queens College. Assuming you do, we would like to take this opportunity to share some information concerning when you may be considered for tenure and current standards for granting tenure at CUNY/QC.

As you know, at CUNY, tenure is normally considered in the fall of the seventh year of appointment. Important factors in the granting of tenure are a significant body of scholarly work, excellence in teaching, and service. Given the seven year clock, in addition to the demonstration of a continued trajectory of scholarship and teaching skills and establishment in the field, a strong body of work (with a focus on work accomplished at CUNY) is expected by that time. University rules specify that in exceptional cases, the college may recommend granting early tenure where the high standards applicable to tenure are present on an accelerated basis, either because of outstanding productivity or prior experience, and “where there is a ‘substantial’ or ‘extraordinary’ reason that the college ‘would be well served by such an early grant of tenure.’” The University carefully reviews such recommendations, and early tenure is awarded at the discretion of the Board of Trustees.

You have already made progress in meeting these criteria. If your work continues to progress at an appropriate level, quality, volume and pace, it has been decided in consultation with the provost that you may request to be considered for early tenure after [ ] years of continuous appointment, with tenure to be effective after [ ] years, which means that you would be expected to be considered for tenure in the Fall of [ ], to be effective in the Fall of [ ]. You may choose to delay your request, as long as tenure consideration occurs on or before the fall of your seventh full and continuous year of employment should you be successively reappointed.

During the years before the consideration of early tenure, it is important for you to continue to develop a strong body of scholarly work, to demonstrate excellent teaching skills, and to provide service to the college and University. You should discuss the particulars regarding how to meet these standards in your department with your chair and mentor. Doing these things will support the case for consideration by the department, academic school, college, and the University.

This letter has been discussed with the provost.

We look forward to working with you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Dean, School of

I accept this offer of early consideration for tenure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

C: Provost Patricia Price