



York College Operational Guidelines
for
Pre-Tenure Review--Spring 2013

The Pre-Tenure Review Policy was adopted by the CUNY Board of Trustees on February 28, 2011 and took effect on March 1, 2011. Among other things, it states:

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 toward tenure and setting forth recommendations for any additional guidance to be provided to the faculty member.

The Policy does not extend to titles that qualify for the Certificate of Continuous Employment.

Consistent with this Policy, the following Guidelines have been established and will be in effect for the spring 2013 semester:

- 1) In order to facilitate Item 2 below, the Chairperson of each untenured tenure-track faculty member in the spring of his/her third year of service will prepare the faculty member's annual evaluation by May 3, 2013.
- 2) A School Dean or another academic administrator designated by the President will review the personal personnel file of each untenured tenure-track faculty member by May 10, 2013.
- 3) The said School Dean or other academic administrator will meet with the Chairperson of the faculty member's department to discuss the faculty member's progress. That meeting will be held by May 17, 2013.
- 4) The School Dean or other academic administrator will prepare a Memorandum to the relevant department Chairperson regarding the faculty

member's progress toward tenure, offering recommendations for any additional guidance to be provided to the faculty member. The Memorandum will be prepared by May 24, 2013.

- 5) The Memorandum will be provided to the faculty member and discussed with him/her by the Dean and the Chairperson by May 31, 2013.
- 6) After the meeting the Dean may, as appropriate, attach an addendum to the Memorandum based on the Dean's participation in the meeting.
- 7) The faculty member will be asked to initial the Dean's Memorandum and addendum, where an addendum exists, before it is placed in his/her file.
- 8) The faculty member has the right to include in his/her personnel file any comments he or she has concerning the Dean's Memorandum and the addendum, where an addendum exists.

| Action | Due date | Notes |
|--|--------------|-------|
| Preparation of annual evaluation by Chair. | May 3, 2013 | |
| Dean's review of personnel file. | May 10, 2013 | . |
| Dean's meeting with the Chair | May 17, 2013 | |
| Dean's Memorandum | May 24, 2013 | |
| Dean's discussion with candidate and Chair | May 31, 2013 | |
| Completion of process | May 31, 2013 | |

For the full policy, see <http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/PreTenurePolicy.html>.

December 17, 2012.