

Steps in a Successful Tenure Review - Initiated in 2024-25 for Tenure Review to Occur in 2025-26

Step	Time Frame	Action	Contact Person(s)
1	By mid-September, 2024	The Office of Academic Affairs sends list of faculty in their 6 th counted year who must be reviewed in 2023-24 for consideration for tenure in 2024-25 as part of the Service Record email to department chair and DAAF. Concurrently, all teaching evaluations for these prospective candidates will be sent to the department.	Michael Susi, Assistant Vice President of Academic Affairs Jessie Tong, Assistant Director
2	Fall 2024	Department invites candidate to prepare materials and names review committee. Written invitation asks candidate to gather: <ol style="list-style-type: none"> 1) An updated curriculum vitae 2) A representative set of written work, published and unpublished 3) A brief statement of 5-10 pages that discusses his or her current research and teaching and plans for future projects. 	Department Chair
3	By February 1, 2025	Candidate submits materials to department.	Department Chair
4	By end of February, 2025	On the basis of the review, department determines by vote whether to proceed to the letter writing stage.	Department Chair & Michael Susi
5	By March 1, 2025	Department chair submits to Office of Academic Affairs, for approval by divisional dean, materials for solicitation of referee letters as described in the A&S TENURE REVIEW List Prep Worksheet .	Department Chair, DAAF & Michael Susi
6	By mid-March, 2025	Divisional Dean vets the lists of referees and comparables, with the help of consultant(s). Works with Department Chair to finalize these lists. Department orders candidate's books, for mailing to referees upon notification of referee's commitment to write.	Divisional Dean Department Chair Department Chair's designee.
7	By April 1, 2025	Office of Academic Affairs solicits letters via email from referees. AVP checks with chair to review the letter draft and approve the deadline before sending.	Michael Susi Department Chair
8	From April to mid-August, 2025	AVP forwards referee letters as they arrive to the chair and DAAF. Chair designee mails/emails books to those referees who request them. AVP sends follow-up emails after an appropriate period of time to those referees who have not responded to the initial request.	Michael Susi Department Chair and designee
9	September 2025	Office of Academic Affairs sends all teaching evaluations for those candidates up for tenure to the department. (This is the file shared the previous September with additional courses taught in the subsequent year.) The department conducts a review and votes, according to its procedures. Chair forwards the materials used by the department in its deliberations to the chair of the parallel Barnard department. The letter of transmittal should request a written letter of assessment from the Barnard department, including a record of the vote taken. The chair of the Barnard department prepares a statement of its assessment of the candidate's qualifications that transmits the vote of the department.	Jessie Tong Department Chair Barnard Department Chair

10	September to mid-November, 2025	Department chair prepares the case statement according to the specifications in the Principles and Customs Governing University-Wide Tenure Reviews . Department chair forwards the department vote and case statement, in a WORD document via email, to the Associate Vice President for Academic Affairs and the Divisional Dean.	Department Chair Margaret Edsall, Associate Vice President Divisional Dean
11	October to mid-November, 2025	As the case statement is being vetted by the Divisional Dean, the supporting materials should be submitted electronically to Assistant Vice President (with the exception of published books which should be submitted at the same time but in hard copy.) Each item should be sent in a separate, paginated pdf or WORD document. Please see A&S TENURE REVIEW Dossier Prep Worksheet	Michael Susi Department Chair and designee
12	October 2025 to end of February 2026	Promotion and Tenure Committee Review – Dossier distributed; PTC review scheduled. Once the PTC has reviewed the candidate, the Divisional Dean conveys outcome to department chair who informs the candidate.	Michael Susi Divisional Dean Department Chair
13	October 2025 to April 2026	AVP of Academic Affairs forwards recommendation for tenure with complete dossier and PTC subpanel recommendation to Assistant Provost for Academic Affairs.	Michael Susi Angel Flesher, Assistant Provost, Faculty Affairs
14		Once dossier is deemed ready to distribute, the case is forwarded to the Tenure Review Advisory Committee (TRAC) for consideration.	Eugenia Lean, Vice Provost, Faculty Affairs Angel Flesher
15		TRAC Review	Vice Provost/Provost
16		Provost confers with President on candidate's tenurability.	Angela Olinto, Provost
17		Provost notifies Executive Vice President and Divisional Dean.	Provost
18		Department chair notifies candidate.	Department Chair
19	By June Trustees Meeting	Trustees authorize tenure of candidate; communication to department chair and DAAF from Academic Affairs.	Michael Susi