

## 2022-2023 TIMETABLE OF PROCEDURES for TENURE & PROMOTION^

The timetable outlined below applies to the University tenure and promotion deadlines.

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## February 2022

By Monday, February 14: Candidate emails

*Note from the [Tenure and Promotion Process](#) guidelines: Candidates can only select the external evaluators such that they satisfy an “arms-length” relationship, i.e. should be as independent as possible from the candidate. External letters are required and should not be professionally affiliated with the nominee, as a result of having in the last five years:*

*been a supervisor or a trainee of the nominee;*

*collaborated, published, or shared funding with the nominee, or*

*have plans to do so in the immediate future;*

*been employed by Pace University;*

*feel for any reason unable to provide an impartial review of the nomination.*

*\*Due to challenges with obtaining the minimum of 5 external evaluations, this should reduce the need to ask for additional names at a later point in the year.*

**NOTE: If a candidate whose Tenure Review date is 2022-2023 decides to request a one-time Tenure Clock Stoppage, this request needs to be approved by February 14, 2022 (using template above).**

## March 2022

By Tuesday, March 1: Faculty Center

By Sunday, March 6: Candidate emails

*Note: these documents and the CV do not have to follow the same format and page count as those for Pace Internal TAP Review-the final Dossier.*

By Friday, March 11: Department TAP Committees      CHP and SOE School TAP Committees

*Department Chairs must develop a list of external evaluators for each candidate. The chair will consult with the Department TAP committee and may consult other experts in the field if they are unable to judge the adequacy of the TAP candidate's scholarship. The chair will pay special attention to identifying external evaluators who can assess the impact of a candidate's scholarship, and the academic rank of the evaluator since full professors are preferred. The chair will develop a sufficiently large list of external evaluators to achieve the goal of securing five such that no fewer than five letters may be secured.\**

*\*A sufficiently large list would have 15 names. This allows for a better yield of the final minimum of 5 external evaluations.*

By Tuesday March 22: TAP Department Committee Chair

Here is an excerpt from the [TAP Process from the Provost's Office website](#) (review the Chair Responsibilities on that website as well)

COMMITTEE RESPONSIBILITIES (DEPARTMENT TAP, SCHOOL TAP, CDFPT, AND CDFPT APPEALS)

[Redacted text]





*Note: The CV Template is required. You may keep the format of the way publications and such are written (APA, etc.) in the CV template, what matters is the flow, order and elements; you may delete areas not needed or add areas not included.*

Friday, August 26, 12:00 to 1:30pm: Department Chairs, Department TAP Committees, College/School TAP Committees, Deans, and CDFPT

### September 2022

By Thursday, September 1: Department TAP Committees      Department Chairs

*Department Chair and Department TAP Committee may not communicate with the candidates regarding their review during the TAP review and cannot ask for their dossier before the review begins. If you have any questions or need clarification or other files, please email Ally Kimmel.*

By Thursday, September 22: Department TAP Committee Chair

By Thursday, September 29: Department Chairs

By Friday, September 30: College/School TAP Committees      Deans

### October 2022

By Sunday, October 30: College/School TAP Committee

By Monday, October 31:

November 2022

By Monday, November 21: Dean

December 2022

Friday, December 2, 12:00 to 2:00pm:



By Sunday, December 4:

*Note: A self-nomination is only required if candidate was not recommended for TAP by Department and/or School TAP Committees. With regards to addenda: if candidate does not have anything new to add or nothing to update, no addendum is needed. If candidate has a response to the TAP reports, new publications or accepted articles, or new conferences/awards, candidate may submit those to the addendum section.*

Friday, December 16: CDFPT

January 2023

Monday and Tuesday, January 9 and 10: CDFPT

Thursday, January 26:

do not  
share anything with the candidate. All CDFPT committee deliberations are kept confidential

February 2023

No later than Thursday, February 2:

February Location Council Meetings:

Seven (7) Days After Faculty Councils Submit Their Votes

March 2023

Week 1 of March:



*^There is no exception granted to an individual to extend deadlines.*



## 2023 Timetable of Procedures for CDFPT Appeal Process^

From Faculty Handbook:

### February 2023

Within one (1) week from Appeal Date: Candidate

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Within thirty (30) calendar days of Appeal Date: Candidate(s)

### March/April 2023

Within forty-five (45) calendar days of Appeal Date: Appeals Committee

Within sixty (60) calendar days of Appeal Date: Appeals Committee

### May 2023

Within fifteen (15) calendar days of receiving the Appeals Committee's written recommendation:

*^There is no exception granted to an individual to extend deadlines.*