

## Procedure for Requesting Early Tenure Review Consideration

According to the *CUNY Manual of General Policy* (Article V. Faculty and Staff, Policy 5.1. Academic Personnel Practice, Section 6. Tenure) early tenure, that is prior to the seventh annual reappointment, may be granted only in exceptional cases – including cases when:

- a) Appointment to the faculty at the University requires the continuation of tenure previously awarded by another institution of higher learning
- b) A prestigious fellowship valuable to the college concerned interrupts continuous service during the probationary period
- c) Some extraordinary reason indicates that the college would be well served by the early grant of tenure.

To assure that cases reviewed for early tenure are in compliance with the University's regulations, a candidate may not go forward with consideration for tenure earlier than the seventh annual reappointment unless:

1. The Department Appointments Committee approves such early consideration.
2. The Department Chairperson writes a letter (a) confirming the Appointments Committee approval and (b) requesting and justifying such early consideration in terms of one or more of the three conditions outlined above and delineated in the *CUNY Manual of General Policy*.
3. The letter and the faculty member's most recent CV are submitted to the Office of the Associate Provost for Faculty and Administration by mid-January, in advance of the start of the spring semester in which the tenure review process begins.
4. The Office of the Associate Provost for Faculty and Administration forwards copies of the letter and CV to the Provost.
5. The Provost approves such early tenure review and sends a letter to that effect to the Department Chairperson, copying the Associate Provost for Faculty and Administration.
6. The Department Chairperson's letter requesting early tenure consideration and the Provost's written approval are placed in the candidate's personal personnel file confirming his/her eligibility for early tenure review.

Should the Provost not approve the request for early tenure consideration, he/she sends a letter indicating that to the Department Chairperson. The Department Chairperson should then dispose of his/her letter and the Provost's letter. For the purpose of maintaining a record of these transactions, the Office of the Associate Provost for Faculty and Administration will keep a file on all requests for early tenure consideration, whether approved or denied.