
TENURE & PROMOTION

Policies and Notable Mentions:

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NOTE: If a candidate whose Tenure Review date is 2025-2026 decides to request a Tenure Clock Stoppage, this request needs to be approved by February 3, 2025 (using template).

By Tuesday, February 18: Faculty Center

By Tuesday, February 25, EOB: 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.

March 2025

By Tuesday, March 11, EOB: Department Chair

By Tuesday, March 25, EOB: Department TAP Committees and Department Chairs

Department Chairs will prepare a list of external evaluators who are in academia on the basis of their ability to comment on the candidate's professional accomplishments, and who are expected to hold at least the rank for which the candidate is being considered, recognizing that the value of external evaluation letters is greatly enhanced by the objectivity and credibility of the author. Evaluators do not have to be scholars in the identical sub-specialty as the candidate, however their specialty should be broadly related to the candidate's sub-specialty and they must have the ability to assess the impact of a candidate's scholarly or creative activities. Letters from full professors are preferred.

Non-academic external evaluators may be included when a clear explanation of the relevance of such an evaluation is presented. It is always in the best interest of the candidate for the most knowledgeable pool of external evaluators possible to be selected.

If a candidate is reapplying for promotion within three years of a previous dossier submission (whether as a result of denial of promotion or withdrawal of the case prior to final decision), five additional new letters should be sought at the time of resubmission.

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.**

The Chair must check the rank/title and arms-length relationship of the external evaluator before approving the list and sending it to the Dean's Office.

If there is more than one candidate in a department that is going up for TAP, Chairs check to make sure there are no duplicates. An external evaluator may only provide one letter during a review year.

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

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

April 2025

By Tuesday, April 1, EOB: Candidate

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.

May 2025

By Tuesday, May 6: Faculty Center

Note: the candidate's dossier is shared with those external evaluators who accepted at a later date

June 2025

June 2 to 6:

By Tuesday, June 10:

By Tuesday, June 17 EOB

By Tuesday, June 24 EOB:

Department Chair

Dean's Office

Note: It is strongly suggested that each TAP committee consist of at least three voting members (the total number of voting members must be odd to ensure proper voting outcomes). If a department does not have sufficient number of full or tenured faculty, seek faculty in other departments. If you need a list of eligible faculty, please contact Ally Kimmel.

January 2026

Monday and Tuesday, January 5 and 6: CDFPT

By Tuesday, January 20, EOB:

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

2026 Timetable of Procedures for CDFPT Appeal Process[^]

From Faculty Handbook:

