



Kyeanna Bailey, Ph.D.
Director of Faculty Services
524 West 59th Street
Suite 621, Haaren Hall
New York City, NY 10019
T. 212-237-8808
F. 212.237.8623
kbailey@jjay.cuny.edu

Memo

Date: 03/21/25
To: Faculty up for Tenure and/or Promotion in Fall 2025
From: Kyeanna Bailey, Director of Faculty Services
C: Angela Crossman, Interim Dean of Faculty
RE: **Tenure and/or Promotion, *Memo of Guidance, Part I: External Evaluator Review Process for Fall 2025***

Obtaining **tenure** is a major milestone in your career, and the road to tenure can be fraught with both excitement and anxiety. Receiving a **promotion** is continued evidence of your scholarly productivity, pedagogical development, and commitment to service. Our faculty personnel process treats each of these actions discretely. If you are applying for tenure and promotion simultaneously, you'll find that much of the work will be done in tandem.

To support you in this phase of the journey, the Office of the Provost is offering you guidance in two memos. This Memo (Part I of II) deals expressly with your candidacy for tenure and/or promotion, and with the external evaluator review process as it pertains to both.

General guidance for all candidates:

Faculty are expected to review and adhere to the guidance in the *Faculty Personnel Process Guidelines (FPPG)*, effective September 2024. A copy of the FPPG is available on the website and in designated Dropbox. You will also find it posted with other relevant forms and memos regarding the tenure and promotion process on the Faculty Services website under Full-Time Faculty (<http://www.jjay.cuny.edu/full-time-faculty>).

Other resources you might find helpful include the PSC CUNY contract (<http://www.psc-cuny.org/contract>) and the CUNY bylaws (<http://policy.cuny.edu/bylaws>). You are always welcome to contact the Dean of Faculty (acrossman@jjay.cuny.edu) or Faculty Services (facultyservices@jjay.cuny.edu) for guidance regarding policy, process and practice pertaining to your personnel actions.

In the next sections, we provide you with a detailed timeline of the steps to be taken in preparing for external evaluator review, and offer an overview of the supporting materials you might provide in your external evaluator packets.

Tenure and Promotion Candidate Timetable:

External Evaluator Packet Preparation

Action Steps, Phase I: Evaluator Selection and Creation of Scholarship Packets	
<p>Candidates and their Chairs confer re potential evaluators; Chairs send out evaluation requests to 4-6 potential evaluators. <i>See FPPG, I.C: Outside Letters of Evaluation for complete details on evaluator selection.</i> *Anticipated submission to external evaluators: 5/16 – 5/30 * *Evaluation letters are due to Faculty Services by Monday, August 4, 2025*</p>	<p>before Tuesday, 4/1/2025</p>
<p>Promotion/Tenure Candidate’s Department Chair electronically forwards the contact information* for 4-6 External Evaluators to Kyeanna Bailey, Director of Faculty Services (kbailey@jjay.cuny.edu), CCing the Candidate. *Chairs <u>must</u> use and complete the provided spreadsheet to submit contact information. Faculty Services is not responsible for finding addresses and contact information of evaluators.</p>	<p>Friday, 4/11/2025 *Note: Spring Recess 4/12 – 4/20</p>
<p>Promotion/Tenure Candidate submits complete <u>electronic*</u> Evaluator Packets via e-mail to facultyservices@jjay.cuny.edu. These packets should include the following materials:</p> <ul style="list-style-type: none"> • Copy of recent CV (not Form C) • Table of Contents (<i>recommended</i>) • Examples of Scholarship and Professional Practice. <p>Email subject line format: <u>First initial, Last Name – [Insert Personnel Action] External Evaluator Materials.</u> <i>Ex. K. Bailey – Tenure & Promotion External Evaluator Materials</i> <i>See FPPG, I.C.2.f re Evaluation Packets. See FPPG III. C re Research & Scholarship criteria.</i> *Electronic formats accepted: email attachments, zip file, Dropbox link, and e-book link(s).</p>	<p>Friday, 4/25/2025 *Anticipated submission to external evaluators: 5/16 – 5/30 *</p>

The Office of the Provost/Faculty Services will handle the electronic transmission of digital materials to your external evaluators; we will track delivery of your digital materials and receipt of correspondence. We will advise your chair of any changes to an evaluator’s availability that affects their ability to provide your evaluation letter, and will notify your chair if requested external evaluator letters have not been received by our office by **August 11, 2025**.

For faculty applying for both tenure and promotion: Each external evaluator will provide one letter that addresses both tenure and promotion. *Faculty Personnel Process Guidelines (FPPG, I.C)*

Overview: Scholarly Materials for External Evaluator Review

Please refer to *FPPG, I.C.2.f* regarding the period of your scholarly work that should be reflected in your evaluator packet. Supporting materials provided by candidates in prior years have included, but are not limited to the following:

- Peer Reviewed Scholarly Books
- Peer Reviewed Articles or Equivalent Works (such as peer reviewed performances, exhibitions, etc.)
- Law Review Articles
- Peer Reviewed Book Chapters
- Edited Books
- Scholarly Articles Published in Non-Refereed Journals
- Reviews
- Translations
- Other Books
- Encyclopedia Articles
- Articles in Non-Scholarly Print (i.e. Magazines, Newsletters, Non-Scholarly Journals, etc.)
- Reports (In-House, for Agencies, etc.)
- Custom Published works/self-published works
- Reprints or performances
- Other scholarly technological products or creative works

Additional Resources:

<https://www.lib.jjay.cuny.edu/resources-for/faculty>

<https://guides.lib.jjay.cuny.edu/ebooks>

We recommend that you consult with your chair to identify those materials that will best support your external evaluators' review. You'll want to review *FPPG, III* regarding the criteria for teaching, scholarship and service as it pertains to each action. If you seek further guidance or assistance with this part of the process, you are encouraged to get in touch:

- For guidance on preparing and presenting your materials to showcase your qualifications for tenure and/or promotion, contact **Angela Crossman, Interim Dean of Faculty** (acrossman@jjay.cuny.edu).
- For logistical questions and concerns about the application process, contact **Kyeanna Bailey, Director of Faculty Services** (kbailey@jjay.cuny.edu).