



# ST. JOHN'S UNIVERSITY

Date: May 21, 2018

To: **All Full-time tenured and tenure-track faculty  
All Chairpersons**

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Subject: **CALENDAR AND PROCEDURES FOR PERSONNEL ACTIONS: MAY MEMO**

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In accordance with Article 8 of the University Statutes, I call to your attention the following procedures, related to all faculty personnel actions (reappointment, termination of probation, promotion, tenure, etc.) and agreed to by the representatives of the AAUP/FA and the Administration.

## I. CALENDAR

Applications submitted by faculty members applying for reappointment, promotion and tenure must receive thoughtful and thorough consideration at every level by the Departmental/Divisional Personnel and Budget Committees, the School or College Personnel Committee, the University Personnel Committee, and the Board of Trustees. In order to provide sufficient time for all actions to receive the desired fair consideration, please note that faculty members must submit applications and supporting data according to the schedule below.

- Any faculty member intending to apply for promotion and/or tenure in the 2018-2019 academic year must notify his/her Chairperson and Dean, in writing, no later than May 31, 2018 of this intent, so that classroom evaluations by the Chairperson and Dean can be arranged, and so that there is sufficient time to procure confidential letters from external referees.
- **On or before Friday, October 19, 2018** Applicants must meet with Chairpersons to review the personnel action form and all supporting documents to insure that they will be ready by the deadline for submission. It is the responsibility of the Chairperson and Dean to provide the faculty member with his/her classroom evaluation in time for the faculty member to meet the deadline for submission. **It is imperative that the classroom evaluations be completed and relayed to the faculty members on or before Friday, October 12, 2018.**
- **On or before Friday November 2, 2018 (DEADLINE FOR PAF SUBMISSION)**. The final version of the PAF must be submitted to the Faculty Personnel Portal (if you have support material that you wish to place on the portal you may do so). At this time, three certified and dated hardcopies must be submitted to your Chairperson, along with any support material not placed on the Portal.
- **On or before Wednesday, November 21, 2018.** All departments/divisions must forward all ballots and decisions, and move the PAFs and support material through the Portal to the College or School Personnel Committee.
- **On or before Thursday, January 3, 2019.** All College or School Personnel Committees must forward all ballots and decisions and move the PAFs and support material through the Portal to the University Personnel Committee Chairperson.

## II. PAF FORM

All necessary forms and instructions, including this Memo, can be found on the Provost's Web Page at [www.stjohns.edu/academics/provost/resources](http://www.stjohns.edu/academics/provost/resources) on or after May 31, 2018.

## III. ACCOMPANYING INFORMATION

Provided below is some information about the personnel action process you may find useful. It is not intended to be comprehensive.

### **Appearances in Promotion and/or Tenure cases**

Full-time faculty members have the right to be present when the respective personnel committees are presented with their applications for promotion and/or tenure. (Moreover, a faculty member retains the option of choosing the colleague who shall present his/her case at any level.) The chairperson of the respective personnel committee will advise the applicant of the time and place of the meeting concerning his/her action as soon as possible after it has been scheduled. In keeping with the spirit of the rationale supporting this provision, it has also been agreed that a faculty member may present his/her own case if he/she desires. Such a personal appearance is for the primary purpose of observing the presentation of the case to the committee. In addition, the faculty member is thus available to address the committee at the conclusion of his/her colleague's presentation and to answer any questions that the committee may pose. The faculty member, however, may not remain at the meeting during any discussion and/or vote. Because of the serious nature of tenure actions, faculty members are urged to avail themselves of the right of personal appearance.

### **The 60% Rule**

The AAUP-FA and the Administration have agreed that in any department/division in which more than sixty-percent (60%) of the full-time faculty members in the department/division are tenured, any application for tenure shall be deemed denied unless approved by a sixty percent (60%) vote of each committee involved.

### **No New Evidence**

In connection with all personnel actions, the "no new evidence rule" is in effect. It states:

*The University Personnel Committee may not consider new evidence in connection with an appeal. However, follow up questions on existing evidence are permitted. Therefore, inquiry as to whether a manuscript was subsequently published (or denied publication) or if a grant proposal was favorably reviewed (or denied) does not violate the no new evidence rule. In cases other than appeal, if the University Personnel Committee raises new questions which require the introduction of new evidence (being matters which were not reasonably available to the lower committee) the case shall be remanded to the lower committee for reconsideration in light of such new evidence.*

The intent of this provision is that each personnel committee involved will consider only the material seen by the lower personnel committees. It is, therefore, the burden of the faculty applicant to present all existing evidence in support of the application.

### **Teaching Effectiveness**

When asked to consider an application for reappointment, tenure or promotion, each committee including the Board of Trustees must be assured that each candidate has documented effective teaching as well as excellence in research and/or scholarship and service to the University. The burden to demonstrate this is on the candidate alone. Thus, it is essential that each candidate ensure that materials to support his/her application include sufficient evidence of effective teaching. It is imperative that Chairpersons give appropriate guidance to all faculty members in this regard, but particularly to those seeking tenure and promotion.

**Vote Tally**

Upon request, the faculty member will be given the vote tally in his/her case on any level. It is incumbent upon each faculty member to be sure that he or she is making appropriate progress toward meeting the tenure requirements.

**IV. WORKSHOPS AND TRAINING**

Workshops will be held during the summer and in September to assist faculty with the preparation of the Personnel Action Form and with the compilation of the teaching portfolio. Details regarding the time and location of these workshops will be forthcoming through the Center for Teaching and Learning. Additionally, a PAF with ***Frequently Asked Questions*** will be posted on the Provost's website under *Faculty Resources*. As the date for final submission draws near, the e-studio will be available to assist faculty with the electronic submission portion of this process and to re-familiarize Chairpersons and Deans with the Portal.