



ST. JOHN'S
UNIVERSITY

Personnel Actions and the Role of P&Bs and CPCs

September 2026

- Shared governance
- Role of the Chairpersons and Deans
- Meetings Structure
 - Confidentiality, Mentoring, Personal Appearances, Voting
- Faculty resources
- Interfolio

P&B

- Chaired by Chair of department/division
- 4-5 faculty members
- Faculty Handbook 1.3.1

*The faculty has **primary responsibility** ... for such research and scholarship, faculty status.... Faculty status includes appointments, reappointments, decisions not to reappoint, promotions and the granting of tenure.*

CPC

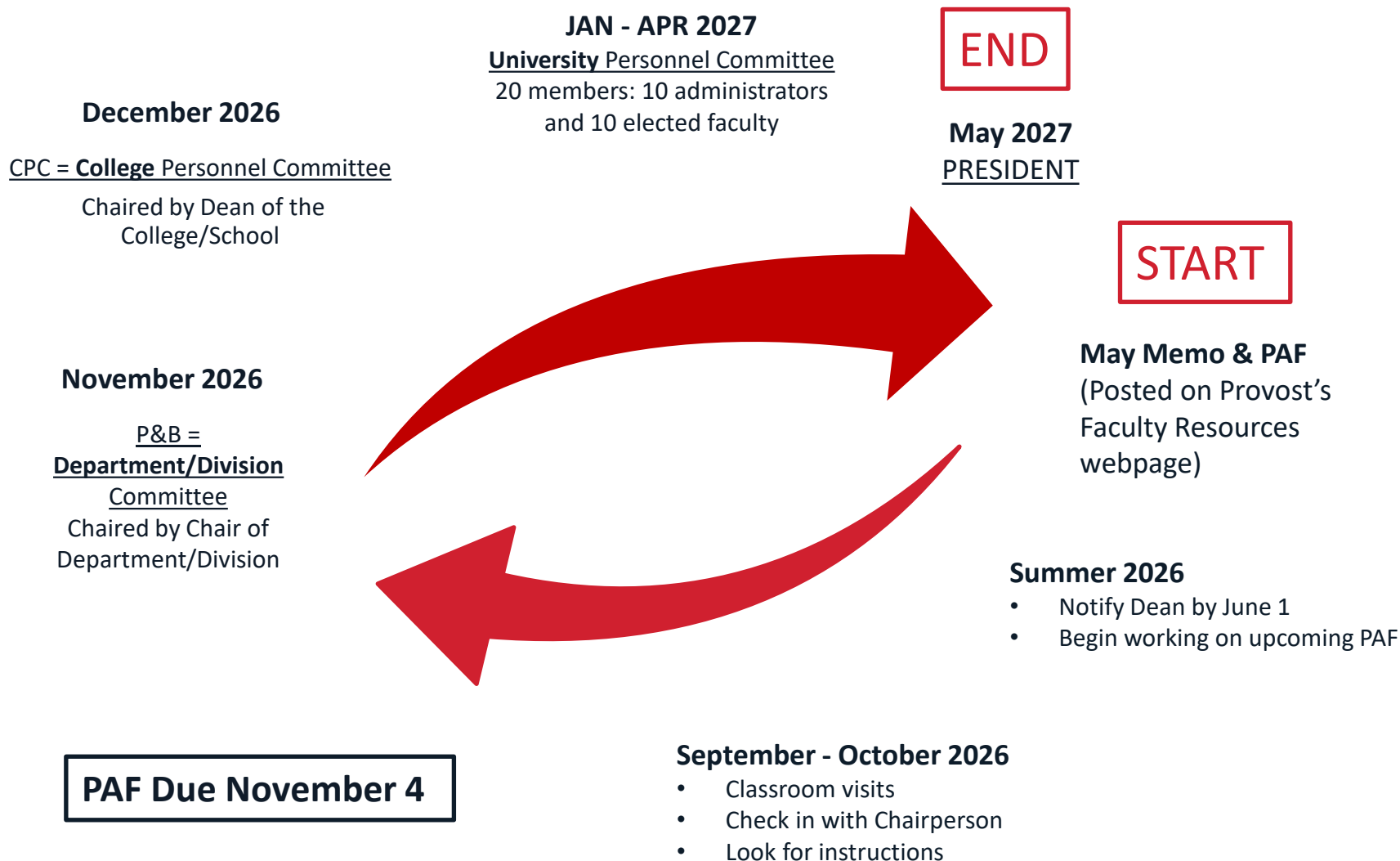
- Chaired by Dean of school/college
- 4 faculty members + Dean
- Statutes: Articles 8 and 9 - Reappointment 8.03, Promotion 8.05, and Tenure 9.05

*Written information describing the qualifications of the candidate (the PAF), are transmitted to the Department P&B for discussion and advice. **The Department P&B Committee shall make the initial decision...** and shall forward the record of its deliberations (the PAF and minutes) to the appropriate **College Personnel Committee...** the record of the deliberations of the CPC shall be forwarded by the Dean to the Chairperson of the **University Personnel Committee***

UPC

- Chaired by Provost
- 20 members: 10 appointed administrators, 10 elected faculty
- Statutes 6.37

*The University Personnel Committee shall submit recommendations ... **to the President** whose decision shall be final.*



Guide the faculty member and your Department/Division through this process

- Be the mentor or assign a mentor
- Classroom visits and evaluations
- Facilitate P&B meeting as Chairperson of committee
- Present the candidate to the CPC and UPC for tenure and promotion actions
- Prepare and distribute decision letters

4.02 Statutes Department Meetings to Facilitate Faculty Development in Teaching

- In order to facilitate ongoing faculty development in teaching and promote shared knowledge and techniques in support of building and maintaining a culture of learning among faculty and students, each department will set aside one meeting per semester for faculty to discuss syllabi, teaching portfolios and classroom observations

4.07 Statutes: The Department Chairperson

- is the academic leader of the Department
- has a special obligation to build excellence in teaching and scholarship in the department

4.11 Statutes: The Chairperson shall;

- monitor and guide the professional development of the probationary faculty.. including conferral with each member... regarding the individual's performance as a **teacher and as a researcher....**
- preside at the Department Personnel and Budget Committee meetings

5.06 Statutes: College Personnel Committee Membership

- Each College Personnel Committee shall include as members the Dean or, where appropriate, the Director as a voting member and chairperson of the Committee, and four elected tenured Eligible Faculty members. To the extent practical, department representation shall be rotated on the College Personnel Committee....
- (c) A faculty member who serves as a member of the College Personnel Committee **may not** simultaneously serve as a member of the Department Personnel and Budget Committee or of the University Personnel Committee.

2.15 Statutes: Academic Deans

- (d) The Dean may recommend to Departmental Chairpersons candidates **for appointments** and reappointments to the faculty for promotion or for conferral of tenure....
- (f) With respect to each person considered for appointment, **reappointment, promotion or tenure**, the Dean shall report to the Provost any actions recommended by the School or College Personnel Committee. . .

Reappointment – Personal appearances not statutorily required (years 1-5)

Tenure: Statutes 9.05 (b) – on appeal it is an *option*

...the faculty member may appeal in writing the denial of tenure to the next level of review, ... on an appeal, the **faculty member is entitled to appear in person before the** committee reviewing the application. A faculty member may choose a colleague to represent the faculty member's case at any level at which the faculty member has the right of personal appeal

Promotion: Statutes 8.05 (b) on appeal it is an *option*

the faculty member may appeal, in writing, the denial for promotion to the next level of review,...on an appeal, **the faculty member is entitled to appear in person before** the committee reviewing the application. A faculty member may choose a colleague to represent the faculty member's case at any level at which the faculty member has the right of personal appearance

**FACULTY WITH THE OPTION NEED TO AVAIL THEMSELVES OF THEIR PERSONAL APPEARANCE
AT ALL LEVELS**

Policies and Procedures of the UPC

3

5. **Presentation of Case.** In all cases involving reappointment and in all other cases where the faculty applicant has not exercised the right to appear in person or by counsel, the Dean of the applicant's school/college presents the case on behalf of the applicant and responds to all Committee questions regarding the application. However, in cases where the applicant has exercised the right to appear (i.e., promotion and/or tenure), the following procedure is utilized: a) the Dean makes a brief preliminary statement limited to announcing the nature of the action and the results at the lower levels; b) the applicant and any representative are then invited to make a formal presentation to the Committee which must in all respects comply with the no new evidence rule; c) following the formal presentation, the committee members are invited to direct questions to the applicant or the representative; d) when the questioning is concluded, the applicant and representative are requested to remain outside the hearing room to be available in the event additional questions arise during the Committee's deliberations. They are excused after the Committee has voted. In all cases the Dean will have available for inspection by the members of the Committee copies of the publications and other support materials of the applicant.

Meeting Minutes

- are not verbatim notes or a transcript
- are a record of the **topics** discussed and **actions** taken

Recordings of Meetings

- Minutes should not be recorded without the consent of everyone in the meeting

Confidentiality of Meetings

- Structure your agenda (*only the Chairperson can/should structure the agenda*)
 - General items upfront
 - **Executive Session** for items that should be treated as **confidential**
"I now move us into Executive Session for item #3"
- Ex. personnel actions (hiring, reappointment, tenure and promotion)

How can I mentor and maintain confidentiality?

c. Establishing Department/Division Standards for Reappointment, Promotion and Tenure

Tenure track faculty members whose employment commenced after on or after September 1, 2023 are to receive written guidance from the collective faculty of their academic department or division concerning the standards for reappointment, tenure and promotion that are applied within the individual academic department or division under Articles 7 and 8 of the University Statutes. There may be academic departments or divisions that will need to develop individual written standards for distinct academic programs within the department/division in order to recognize requisite differences between academic programs within the department/division.

PERSONNEL ACTION FORM: Clinical Faculty Reappointment - Assistant Professor**College of Pharmacy and Health Sciences**

***** IMPORTANT NOTE - If any item is blank, you will not be able to submit your ballot.*****

Is the candidate making satisfactory progress toward tenure?*

- ☐ Yes
☐ No

Nature of Vote:*

- ☐ Reappointment Request **APPROVED**
☐ Reappointment Request **DENIED**

Please make sure to click "SUBMIT," or your information will not be recorded! Thank you!

Close Window

3.04 Faculty Voting Rules

- a. An Eligible Faculty member may not vote on any matter concerning his/her reappointment, promotion, conferral of tenure or in any matter involving a conflict of interest.
- b. Each Eligible Faculty member shall cast his or her vote on the applicable official voting form.
- c. All elections shall be by secret ballot.
- d. Proxy or mail voting shall not be permitted; provided, however, that eligible faculty who are assigned to teach on a campus other than the campus where the election is being held may participate in the election by mail ballot sent to the Chairperson of the Department.
- e. The appropriate dean or department chairperson or director shall certify the results of all faculty elections to the President of the University within one week of the election.

Statutes

8.02 (f)

A statement of the reasons for non-reappointment shall be included in all notices of non-reappointment delivered.

8.03 (e)

For all faculty members, the application shall continue through the review process to a final decision by the President until it receives an unfavorable disposition in two consecutive reviewing committees.

S. Certifications

a) Candidate Certification:

Certification:

I affirm and declare the following:

- 1. I am the person whose name was entered on the Cover Page of this form.*
- 2. The statements made on this application are true and correct.*
- 3. I have not knowingly and/or willfully made false statements on this application.*

Signature

Date

b) Chairperson Certification

I certify that I have met with the candidate, read and reviewed the application, and provided guidance with respect to this PAF.

Signature

Date

You may add in other personal congratulations or change syntax but please keep the main elements intact and be sure that all decision letters you send are consistent. Progress Toward Tenure votes are not included in the decision letter, however they **MUST** be sent via email to the faculty member. If the Progress Toward Tenure is not adequate, please arrange to meet with the faculty member for a discussion of how to improve performance.

Reappointment – Probationary and Non-Probationary

Positive Decision	Negative Decision* *a tie is considered a negative decision	General Guidelines
<i>I am pleased to inform you that the Personnel and Budget Committee of the (DEPARTMENT/DIVISION) of (COLLEGE/SCHOOL) met on (DATE) and voted to approve your personnel action for reappointment for the 20xx- 20xx academic year. This recommendation will now be transmitted to the (SCHOOL/COLLEGE) committee for further consideration and action. Thank you for all you contribute to the University.</i> Tally of votes: 0:0:0 <i>If there were negative votes, but the overall decision was not negative (i.e. 3:2:0) the reasons MUST be stated in the letter AND the Chairperson should meet with the faculty <u>member</u> for a discussion on how to improve performance.</i> Listed below are the reasons for negative votes: OXXX (Please write out the reasons) cc: Dean, Office of the Provost*, Personnel file *All letters should be emailed to Karen Pennacchio (pennacck@stjohns.edu).	<i>Please be advised that at its meeting of (DATE) the Personnel and Budget Committee of the (DEPARTMENT/DIVISION) rejected your personnel action for reappointment by a vote of 0:0:0.</i> Listed below are the reasons for the denial: OXXX (Please write out the reasons) <i>Your application will be moved to the next level of review, the College Personnel Committee. Please be aware that according to the University Statutes Section 8.03(f)(2) if your application is denied at two consecutive levels, your application will be terminated and reappointment is denied. You are not required to take any further action at this time. I am sorry to have to inform you of this decision.</i> cc: Dean, Office of the Provost*, Personnel file *All letters should be emailed to Karen Pennacchio (pennacck@stjohns.edu).	• ALL negative ballots MUST provide reasons checked on the ballot or the ballot will be deemed INVALID. • ALL faculty members applying for REAPPOINTMENT are entitled to reasons for any negative votes they receive. • If the decision is negative, the faculty member gets reasons AND has the right to a SECOND REVIEW at the next committee level. Two CONSECUTIVE negative decisions will terminate the action. • The faculty member who does not appeal or whose appeal fails is entitled to a "terminal year". If there is the possibility of a faculty member receiving a terminal year contract, please contact Karen Pennacchio (pennacck@stjohns.edu).

Reappointment, Tenure, and Promotion

The Personnel Action Form (PAF) is the form faculty submit when applying for Reappointment, Tenure, or Promotion.

Below is important information to all full-time junior faculty who must fill out the PAF every year until tenure, as well as faculty going for a promotion. PAFs are submitted to Department Chairs in October. Please note that all deadlines for submission are firm.

May Memo:

- May Memo 2026 ([PDF](#))

Personnel Action Form:

- PAF for 2026-2027 ([Word](#) )
- PAF with FAQs 2026-2027 ([PDF](#))

Classroom Evaluations (In-person and Online):

- [Classroom Evaluation Form - In-person](#) 
- [Classroom Evaluation Form - Online](#) 

Confidential Letters:

- [Confidential Letters Procedure](#) 
- [Confidential Letters Referees Memo](#) 

PAF Presentations and Additional Guidance:

- Preparing Your PAF-Full Professor ([PDF](#) )
- Preparing Your PAF-Tenure ([PDF](#) )
- Preparing Your PAF-Years 1-5 ([PDF](#) )
- Preparing Your PAF-Info for Chairs & P&B ([PDF](#) )



Section D: Academic Awards and Honors

(if none, so state): List all academic awards and honors you have received in reverse chronological order.

- **GENERALLY**, this section does not grow much over the course of the PAF.
- **Begin** with awards received for college-level work.
- A Fulbright/s should be in this section (cross reference it with the lectures or research if needed).
- Faculty Recognition Awards should be in this section.

Title of Award	Date Awarded	Description of Honor

Section E: Significant/Distinguished Achievements

Write a paragraph about what you consider to be your most distinctive achievement/s (teaching, research and/or service) to the field and/or to the College/University.

- This should be a strategically chosen accomplishment/s in one or all three faculty responsibilities – teaching, research, and service. If you choose to highlight all three accomplishments, please limit them to one paragraph each.
- **Generally**, this section does not build from year to year, but it may evolve (slightly or considerably).
- If the accomplishment is large enough you may decide to keep it as is – an unusual case (ex: Nobel Peace Prize).
- Include your role as a director or coordinator and cross reference it with Section N (only describe it in one section – not both)
- **Tip:** This is a good place to highlight evidence of teaching effectiveness.

Date of Appointment or Promotion to Current Rank (MM/YYYY) *

Date of Appointment:

Do not include contract or adjunct years of service



School/College *

- ☐ St. John's College of Liberal Arts and Sciences
- ☐ The School of Education
- ☐ College of Pharmacy and Health Sciences
- ☐ The Peter J. Tobin College of Business
- ☐ Collins College of Professional Studies
- ☐ University Libraries

Department/Division *

Current Rank *

- ☐ Assistant Professor
- ☐ Associate Professor
- ☐ Professor

Faculty Type *

- ☐ Regular
- ☐ Core
- ☐ Industry Professional
- ☐ Clinical
- ☐ Professor of the Practice

Personnel Action Form Unlocked

You and your Chairperson must sign the Personnel Action Form once it has been reviewed.

PAF 1 required

No files have been submitted.

Title

Personnel Action Verification Form
Form | No responses

- Look for and distribute Interfolio user guides and other helpful resources
- Reinforce substance over worries about the form
- Neat; consistent; readable to everyone, even those in different disciplines
- Provide consistent decision letters - be careful about casually remarking on the results of a meeting and remind committee members of confidentiality

Office of the Provost:

- Karen Pennacchio - pennacck@stjohns.edu

Interfolio Support Team:

- (833)-844-2118 or interfolio-support@elsevier.com

Thank you!