

# **Procedures for Awarding Tenure at Appointment at The College of New Jersey to Previously Tenured Faculty in a Non-Administrative Faculty Position**

## **I. Introduction**

1. These "Procedures for "Awarding Tenure at Appointment at The College of New Jersey to Previously Tenured Faculty" (the "PTF Procedures") establish, in accordance with the Tenure Law, the process for the granting of tenure upon hiring of a new faculty member who was previously tenured at an accredited four-year institution. Specifically, the statute states: "A State college shall develop procedures regarding the granting of tenure upon hiring to a new faculty member who was previously under tenure at an accredited four-year institution that are consistent with decisions for tenure at the State college, and shall include faculty members in the development of the procedures."

## **II. Definitions**

1. "Administrative Position" refers to a position whose primary duties are administrative rather than teaching or librarianship, scholarly/creative/professional activity, and service; and includes: President, Provost, and Dean and positions reporting to one of them with a title such as "Vice President" or "Associate Provost"; but does not include Department Chair.
2. "Non-administrative Faculty Position" - a full-time faculty or librarian position with no concurrent Administrative Position.
3. "Previously Tenured Faculty" or "PTF" - a candidate who was previously tenured at an accredited four-year institution of higher education.
4. "Finalist" - a PTF who is under final consideration for a Non-administrative Faculty Position.
5. "Finalist Summary" - a confirmation of the Finalist's previous attainment of tenure, a resume or curriculum vitae, and the letter of application for the position.
6. "Home Department" - the academic department (for librarians, the library) to which the Finalist would be appointed. If the Finalist would be appointed to more than one department (a joint appointment), each such department shall be a Home Department.
7. "Home Dean" - the dean of the Home School. If the Finalist has more than one Home School, the dean of each such Home School shall be a Home Dean.
8. "Home School" - the school (for librarians, the library) that houses the academic department to which the Finalist would be appointed. If the Finalist would be appointed to separate departments in more than one school, each such school shall be a Home School.
9. "Tenure Law" - applicable law regarding the granting of tenure at New Jersey State colleges (Section 3 of P.L. 1973, c163, as amended by P.L. 2013, c 235 (C. 18A:60-8)).

### III. Procedure

1. Scope of PTF Procedures - In accordance with the Tenure Law, the PTF Procedures apply to the granting of tenure upon hiring to a tenure-track Non-administrative Faculty Position to a Finalist who commences employment with the College on or after July 20, 2014.
2. Expedited Review - This process is intended to promote the expedited review of a PTF's achievement in the areas of teaching or librarianship, scholarly/creative/professional activity, and service prior to joining the faculty of the College. In recognition of the previous granting of tenure to the PTF and the need for a prompt recommendation to the Board of Trustees in conjunction with the hiring process, this process will not be as formal or complex as of the normal tenure review under the Promotion and Reappointment Document ("PRD").
3. Finalist Summary - For an evaluation of the Finalist with respect to departmental, school and college expectations for faculty appointment with tenure, the Office of Academic Affairs shall submit the Finalist Summary for each Finalist to (i) the Department Promotion and Reappointment Committee (as defined in the PRD, the "PRC") of the Home Department, (ii) the Home Dean, (iii) the Provost, and (iv) the President.
4. Department Review - Within ten (10) days of its receipt of the Finalist Summary, the Home Department PRC shall review that document and shall submit a letter (the "Department Review Letter") to the Home Dean, commenting on the Finalist's candidacy for tenure upon hiring. The letter shall comment on whether the candidate meets the standards for tenure in the department and, if applicable, the standards for Associate Professor or Professor. Additionally, the letter shall comment on how the Finalist will fit into the Home Department's needs, mission and strategic goals.
5. Dean's Review - Within two (2) days of receipt of the Department Review Letter, the Home Dean shall review that document and the Finalist Summary and submit a letter (the "Dean's Review Letter") and a copy of the Department Review Letter to the Provost commenting on the Finalist's candidacy for tenure upon hiring.
6. Provost's Review - Within two (2) days of receipt of the Department Review Letter and Dean's Review Letter, the Provost shall review those documents and the Finalist Summary, consider the available number of positions available in that academic year for tenure upon hiring to a new faculty member who was previously under tenure at an accredited four-year institution and submit a letter (the "Provost's Review Letter") to the President commenting on the Finalist's candidacy for tenure upon hiring.
7. President's Review and Recommendation - Upon reviewing the Finalist Summary, Department Review Letter, Dean's Review Letter and Provost's Review Letter, and considering the available number of positions available in that academic year for tenure upon hiring to a new faculty member who was previously under tenure at an accredited four-year institution, the President shall (i) make a recommendation to the Board of Trustees that the Finalist be appointed with tenure upon hiring or (ii) make a recommendation to the Board of Trustees that the Finalist be appointed without immediate tenure upon hiring or (iii) decline to make a recommendation to the Board that the Finalist be appointed.
8. Modifications - The timelines and procedures established in the PTF Procedures are intended to facilitate the expeditious consideration of a PTF for appointment to a faculty position with tenure. In unusual or unanticipated circumstances, the President may authorize the reasonable compression or extension of timelines and modification or waiver of procedures in order to make the achievement of that goal more practical.