FORDHAM UNIVERSITY
Graduate School of Education

Procedures and Standards for Appointment, Reappointment, Tenure, and Promotion

PERSONNEL COMMITTEE

Fall 2014
This handbook was prepared by the Personnel Committee of the Graduate School of Education (also known as the "School", or GSE). The purpose of this handbook is to serve as an informational resource for all tenure-track faculty and clinical staff applying for appointment, reappointment, promotion, and all tenure-track faculty applying for tenure.

Nothing in this handbook is intended to, nor should it contravene the policies and procedures for personnel decisions described in the Fordham University Statutes. You are required to read, understand, and follow the Fordham University Statutes. All of the University Statutes may be found on Fordham’s website at: www.fordham.edu/statutes
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General Procedures

Reappointment, tenure, and promotion decisions for tenure-track faculty are not automatic. Faculty must apply for each of these reviews. Applications for each review are available in the Dean's office, and additional materials (the dossier) must be prepared by the applicant in support of the application. Contents of the dossier are described below. Once prepared, the application and supporting materials are submitted to the Dean in accordance with University established deadlines.

The tenured faculty of the Graduate School of Education (GSE, hereafter also “School”) comprise the Personnel Committee (hereinafter “Committee”) for all matters related to the business of the committee. Tenured members of the faculty are also voting members of the committee for most personnel decisions.¹ The "unit" for personnel matters is the whole School, involving tenured faculty from all divisions within the School. Every three years, the tenured faculty meet to elect a chairperson of the Committee, whose task is to organize and chair the meetings, communicate with the dean on personnel matters, and to answer questions from all faculty members in the School about personnel committee procedures.

In the case of initial appointments with tenure, the Search Committee forwards hiring and rank recommendations to the Dean, and concurrently forwards consideration for tenure to the Committee. The Chair of Committee and Dean consult on the coordination of the process to be followed. The Chair of Committee advises the candidate on the tenure review process and requests any additional materials and external review letters relevant to tenure.

In accordance with criteria published in the University Statutes, members of the Committee meet to discuss the qualifications of applicants, and then vote on a recommendation. The Dean does not participate in this discussion. However, the Dean can attend the meeting before the discussion of the applicant's dossier to offer his or her assessment of the need for the position occupied by the applicant (in the case of reappointment and tenure), to provide factual answers to specific details of the applicant’s original and/or continuing contracts, to answer other questions of procedure and fact, and to reassert the requirement of confidentiality. The Dean then leaves the meeting and discussions of the application(s) begin.

At the completion of each discussion, a vote is taken by secret ballot and then tallied, and the results communicated to the group. If more than one applicant is being considered at a meeting, the votes are revealed to the Committee only after all applicants have been voted on.

Subsequent to the meeting, each member of the Committee sends an individual recommendation to the Dean. In addition, minutes of the meeting are transmitted to the Dean along with the overall vote of the committee and, in the case of a positive recommendation to appoint or reappoint, the number of years recommended. With respect to the latter, the typical recommendation is for a maximum of two years. The Dean then writes his or her own recommendation and all recommendations are then transmitted to the Provost/Chief Academic Officer for Academic Affairs for consideration by the President.

¹ For promotion to the ranks of Associate and Full Professor, voting members of the Committee include all tenured faculty members of the GSE at or above the rank to which the faculty member applies.
Dates and Deadlines for Tenure-Track and Tenure Applications

Each year specific application deadline dates are established by the University. Typically, promotion reviews are held in the Fall semesters, and tenure and reappointment reviews are held in early Spring.

There is one exception to this schedule. Tenure-track faculty members in their first contract period are reviewed in the Fall of their second year of service. Subsequent reappointments occur in the Spring semesters.

The Dean is notified by the Provost’s Office as to the dates by which applications must be submitted, and the Dean notifies faculty who are up for reappointment or tenure about these dates. The Committee sets the schedule for its meetings for the year based on these dates, the number of applications received, and any other matters required by the business of the School.

Positive promotion and tenure decisions take effect at the beginning of the next academic year. Positive reappointment decisions extend the length of the contract of service with the University and are effective upon notification to the faculty or staff member by the Provost.

Specific Procedures

Tenure-Track Faculty

In addition to the application, tenure-track faculty members applying for reappointment, tenure, or promotion compile a dossier and submit it to the Dean’s office on or before the deadlines published by the Office of the Provost. The dossier must include:

1. a completed application form
2. a current curriculum vitae
3. a written statement including:
   a) An introduction describing the professional accomplishments and aspirations of the applicant
   b) Separate sections on research, teaching, and service describing the applicant’s accomplishments in each of these areas. These sections should make reference to specific accomplishments and, when possible, to specific materials within the dossier supporting the accomplishments.
4. documents supporting the application (e.g., copies of publications, presentations, syllabi, etc.)

The Dean’s office adds to the dossier information concerning the teaching evaluations used by the School and approved by the School Council. All available evaluations, up to a maximum of 5 years, are included. When the applicant has more than 5 years of evaluations, the most recent 5 years are included in the dossier. The Dean instructs candidates to submit copies of all relevant materials to Committee faculty by the appropriate deadline.
The Committee acknowledges and endorses the understanding that each faculty member’s professional contributions may differ. Consequently, it is not a requirement that each applicant submit all of the types of documentation that might be possible or appropriate for each of the areas of research, teaching, and service. It is the responsibility of the applicant to decide how to document his or her performance in each of these areas.

Also, the types of documents and/or evidence specified later in this handbook in the section “Criteria for Personnel Decisions,” in the research, teaching, and service areas, are not ordered according to their individual weights used in discussions or decision making. Each member of the Committee exercises his or her professional judgment in weighing contributions within each area. However, it is generally agreed that applicants should achieve a record of significant contributions in each of the areas of research, teaching, and service.

For individuals applying for tenure or promotion to Full Professor, external evaluation letters are also required. These letters will become part of the applicant’s dossier. Guidelines for soliciting these letters are included in Appendix A.

Subsequent to submission to the Dean’s office, dossiers will be made available to members of the Committee eligible to make decisions about the applicant.

Also, subsequent to submitting their dossiers and in consultation with the Dean, applicants should provide copies of their written statements, application, and curricula vitae to those members of the Personnel Committee who will be making a decision about their application. A list of the members should be obtained either through the Dean’s office or the Chair of the Personnel Committee.

Evidence concerning the quality of applicants’ scholarship, teaching, and services are used in making the decisions for reappointment, tenure, and promotion. An additional criterion of need for the position is also considered in decisions for reappointment and tenure.

Information relevant to the personnel decisions discussed in this Handbook are found in chapters 5 (for tenure-track positions) and chapter 11 (for clinical staff positions) of the University Statutes. The statutes are available on-line at www.fordham.edu/statutes. They are also linked to the “Faculty and Staff” page which is accessible through the university’s home page (www.fordham.edu).

Once submitted to the Dean, the applicant continues to have access to his application and supporting dossier up until the time the Personnel Committee meets. Applicants may add new material or make corrections to the dossier so as to provide a thorough record of his or her accomplishments.

The dossier remains in the Dean's office until the completion of the review process, and is then returned to the applicant post decision.
Clinical Staff

Full-time Clinical Staff members are defined by University Statutes as “qualified individuals whose professional competence and experience as practitioners are deemed beneficial and even necessary to the educational mission of the Professional Schools…” (§4-11.02). According to the statutes, “Clinical Staff positions are outside the tenure-track. Clinical Staff positions assigned no additional duties involve teaching at least six but no more than eight courses in an academic year, or their equivalent in the Professional Schools. Clinical Staff positions with additional duties involve teaching at least four but not more than six courses in an academic year, or their equivalent in the Professional Schools. Clinical Staff are not eligible to carry out roles reserved to faculty as described in 4-06.01-.55.” (§4-11.01)

The Personnel Committee recognizes the unique contributions of the Clinical Staff to the Graduate School of Education. It acknowledges the importance of their work and views their “real world knowledge” as essential to the education of our students.

On March 3, 2013, the GSE Personnel Committee adopted the following procedures for the appointment of new or successive clinical staff members. Please see Appendix D for more information.

1. By January 15 of each academic year, the Dean of the GSE provides information to the division chairs about the number of searches for clinical staff they may conduct for contracts beginning in September of the following year.

2. On or about February 1, members of the search committee are selected by the chairperson of the hiring division. The committee shall be composed of a chairperson who must be a member of the faculty and a minimum of three faculty or clinical staff members of the GSE—at least one of whom must be tenured—representing each GSE division. In the case of appointments to the ranks of Clinical Associate Professor and higher, two of the interviewing faculty members must possess the rank of Associate Professor or higher.

3. Together with the chair of the hiring division, the search committees prepare a job description for the clinical staff position. The job description must detail the responsibilities of the position and the expected outcomes where appropriate.

4. Clinical staff members whose contracts are expiring and who would like to apply for an authorized position that they previously held are encouraged to inform the chair of their division in writing by February 15 and provide the search committee with a completed APPLICATION FOR CLINICAL STAFF SUCCESSIVE APPOINTMENT (see attached).

5. When a clinical staff member applies for a position he or she now holds, the search committee may choose to either: (1) end the search and recommend the clinical staff member for a succeeding appointment, or (2) continue to conduct the search by advertising the position. The chairperson of the hiring division will inform the clinical staff member in writing of the decision of the search committee.

6. Clinical staff members who do not inform the chair by February 15 of their desire to be considered for the position they now hold, have until March 15 to apply for the position. However, once an external search is underway, their application for the position will be reviewed with others who apply for the position.

7. Applicants for a clinical staff position who do not presently hold the position must submit, at a minimum, a vita and three letters of reference. The search committee decides on any additional supporting documents that the applicant should submit.

8. The chair of the division must construct a job description for the position. If the responsibilities for the position have changed significantly since the last hiring, the job
8

description must note the additional responsibilities that the position entails. [This is awkward; a regular job description doesn’t say that some responsibilities are new and some are old, but we want to make it clear that the job has additional responsibilities than it did when the person was originally hired.]

9. On or about April 1, materials for either new or successive hires are made available to tenured faculty through the Dean’s office. The Dean’s office will make all teacher evaluations available for those applying for successive appointments.

10. All tenured faculty should review application materials. Supporting documents (if required) will be placed in the Dean’s office on or about April 1.

11. On or about April 15, the Personnel Committee will convene to consider the recommendation of the search committee. A quorum of 80% of tenured faculty is required for a vote. The chair of the hiring division presents the case of hiring.

12. The default recommendation for all appointments to the clinical staff by the personnel committee is two years unless changed by the tenured faculty through discussion at the meeting.

13. Subsequent to the vote of the tenured faculty, the chairperson of the personnel committee submits a report of the vote to the Dean along with any additional recommendations of the committee.

14. All clinical staff are provided with the terms and conditions of their appointment, including a list of their roles, responsibilities, and desired accomplishments at the time of their hiring. When considering a successive appointment, this information is used by the chairperson of the division when presenting the accomplishments of the clinical staff member to the personnel committee.

15. The GSE Personnel Committee requests that the dean meet with all new and successive hires to negotiate terms of employment, including salary.

Support

Subsequent to appointment, all tenure-track faculty and Clinical Staff should be provided the guidance and feedback necessary for success. The role of the chair of the division in directing, supporting, and providing feedback to tenure-track faculty and clinical staff is critical.

Division Chairs meet individually with tenure-track faculty and clinical staff at least once a year to review their progress and provide formative feedback. Chairs are also encouraged to make themselves available during the year to answer questions, provide support, and address concerns that may arise.

The Division Chair also helps each tenure-track and clinical staff member to secure a senior member of the faculty to serve as his or her mentor. It is also critical that each tenure track and clinical staff seek mentoring himself or herself. The non tenured tenure-track faculty and clinical staff share the responsibility with the division chair in ensuring that there is a mentor assigned.

Confidentiality of Personnel Meetings

Contents of the discussion and the vote taken in Personnel Committee meetings are to remain confidential. Violations of confidentiality constitute a breach of contract which may result in disciplinary action taken by the University. The confidentiality requirement is described in the University Statutes.
Notification to Applicants of Personnel Decisions

Notification of the final decision regarding an applicant's appointment, reappointment, promotion, or tenure is made by the Provost. The Provost Office will include with the notification to tenured or tenure-track applicants the reports by the Chair of the Personnel Committee and the Dean.

Letters are mailed to applicant before or on the specific dates specified in the University Statutes. The statutes are available on-line at www.fordham.edu/statutes. They are also linked to the “Faculty and Staff” page which is accessible through the university’s home page (www.fordham.edu).

Appeals of Negative Decisions

Tenure-track and tenured faculty applicants who are not reappointed, granted tenure, or promoted may appeal the decision. Appeal procedures are described in the University Statutes.

Appeals must be made in writing to the Provost within 90 days of notification of the negative decision.

Letters from the Provost may contain feedback to the applicant as to weaknesses as perceived by the Personnel Committee. In any case, the applicant has the right to meet with the Provost and receive feedback as to reasons for the decision whether or not the applicant decides to appeal the decision.
Criteria for Personnel Decisions

Tenure-track faculty are evaluated for reappointment against criteria in four categories:

1) Teaching effectiveness
2) Service to the University and the Profession
3) Scholarship, Research, and Publication
4) Need demonstrated by the School for the position occupied by the applicant

The fourth criterion, need, is not applicable to promotion decisions.

For clinical staff appointments, weight is given only to categories 1, 2, and 4 above.

Below are detailed listings of activities in each of the categories of Teaching, Scholarship, and Service. The activities listed below are not intended to be a complete total or exclusive list of those activities and achievements relevant to an applicant’s application. Applicants, members of the Personnel Committee, and members of the University Administration (deans, the Provost, the president, for example) who have a formal role in the personnel process as defined by University Statutes may prepare and present additional information relevant to the process.

Teaching Effectiveness

Excellence in teaching in the Graduate School of Education is defined not only by how well faculty teach, but also by how well faculty continue to challenge themselves to improve what they do. Because each applicant may differ in how he or she teaches and chooses to grow, it is the responsibility of the applicant to document his or her teaching performance. Applicants may choose to use all, some, or alternate ways to provide evidence concerning their teaching.

I. Classroom Instruction
   - Knowledge of field
   - Preparation for class
   - Quality of the presentation: clarity, coherence, and engagement
   - Pacing, use of a variety of styles and methods, and focus
   - Quality and clarity of assignments and requirements
   - Quality of system for judging student success

Documentation
   - Student evaluations (evidence from GSE conducted evaluations provided to the committee by the Graduate School of Education)
   - Peer review based on classroom observations or shared viewing of video of class lessons. Candidates are encouraged to have a colleague observe their teaching and provide feedback.
   - Portfolio (including syllabi, examinations, evidence of performance criteria, etc.)
   - Evidence of structures to elicit and utilize ongoing student feedback regarding instruction
   - Evidence of an active mentoring relationship with another experienced faculty peer
   - External review of student products in order to improve future instructional activities
Ⅱ. Academic Program and Course Development
   ❖ New course development
   ❖ New program development
   Documentation
   ❖ Copies of materials prepared for discussion by the Curriculum Committee and the School Council
   ❖ Brochure/Program Guide describing the new program

Ⅲ. Advisement and Mentoring Students
   ❖ Availability and responsiveness to students.
   ❖ Ability to communicate with students.
   ❖ Sensitivity to individual differences.
   ❖ Follow-up and follow-through.
   Documentation
   ❖ Advisement and/or class load

Ⅳ. Mentoring Students
   ❖ Serving on dissertation committees (see Appendix B)
   ❖ Frequency of student mentoring.
   ❖ Skills at helping students to shape research and carry it through.
   ❖ Quality of student research.
   ❖ Helping students to publish and present their research.
   ❖ Engaging students in the faculty member’s studies, research and publications.
   ❖ Helping students to find jobs in the field or discipline.
   Documentation
   ❖ Mentoring load.
   ❖ Awards for student research emanating from work at Fordham under the faculty member’s direction
   ❖ Student publication/conference presentation emanating from work at Fordham under the faculty member’s direction
   ❖ Residency, mentoring, or supervision loads

Ⅴ. Mentoring Colleagues (particularly for promotion to Full Professor)
   ❖ Helping other faculty to reflect on and enhance their effectiveness of key professorial functions, including research, writing and publishing as well as teaching and mentoring.
   ❖ Co-author research with other faculty.
   ❖ Helping other faculty develop in the area of teaching.
   Documentation
   ❖ Teaming up with other faculty to improve the quality of their teaching
   ❖ Peer reviewer for faculty member seeking to document excellence of their teaching
Service to the University and the Profession

I. **Program**
   - Program coordinator
   - Major program responsibilities

II. **Division**
   - Chair of a division
   - Chair of a major division committee
   - Writing and submitting major training grant proposal to external funding agency; receiving a minor training grant.
   - Vice Chair of a division
   - Receiving major funding grant (non-research)
   - Advisor to student organization

III. **School**
   - Active participant in school-university partnership
   - Chair of a major school committee
   - Service on school committee
   - Writing and submitting training grant or refunding proposal
   - Activity with outside group
   - Writing and submitting minor training grant.
   - Pro-bono consultation

IV. **University**
   - Chair of a university committee
   - Service on university committee
   - Service on university boards and task forces
   - Service on the University Senate

V. **Professional**
   - Chair of a committee in a professional organization
   - Editor of a professional journal and/or newsletter
   - Editorial board member for journals
   - Reader/reviewer of manuscripts for journals or publishers
   - Major officer in a national professional organization
   - Major officer in a regional, state or local professional organization
   - External reader of grant proposals or journal manuscripts
   - Workshops or presentations to local education group
   - External reviewer of papers for national conferences
   - Major officer in local professional organization
   - Volunteer community/public service involving professional skills

VI. **Grants**
Writing, submitting, and/or receiving, directing, or participating in a training grant, a service contract, or gift to the University for non-research activities or services.
Scholarship, Research, and Publications

I. Publications
   - Publication of an authored book by a recognized publisher.
   - Publication of a revised authored book. Extent of the revision will be considered.
   - Publication of a refereed journal article of national circulation.
   - Publication of an edited book by a recognized publisher.
   - Publication of a chapter in a book.
   - Letters of acceptance of an article from national refereed journals.
   - Publication in major popular media such as The New York Times, Time, Newsweek (not including letters to the editor).
   - Book review for major national or international journal
   - Publications in refereed, regional or statewide journals
   - Professional articles in the popular media

II. Grants
   - Writing, submitting, and/or receiving a major original research grant submitted to external funding agency under Fordham’s auspices.
   - Receiving a research grant.
   - NOTE: Writing, submitting, and/or receiving, directing, or participating in a training grant, a service contract, or gift to the University for non-research activities or services is listed as a valued activity under “Service to the University or Profession”.

III. Acknowledgments of Scholarship
   - Professional or public recognition such as licensure, certification, award, diplomate or fellow status.
   - Citations in journals or books
   - Lengthy citation of faculty member’s work

IV. Conference Presentations
   - Presentation at national and international professional organization
   - Presentation of papers at regional, state, and local professional conferences
   - Professional appearances on radio and/or television
   - Conference organizer or session discussant
Appendix A

Graduate School of Education External Review of Credentials Guidelines

The Dean will solicit from professionals outside the University, evaluations of the credentials of all faculty members being reviewed for tenure or promotion to full professor. To this end, the Dean will:

1. Request independently from the candidate and the chairperson of the candidate's division the names of professionals who are deemed appropriate to make judgments about the candidate's credentials. Each will be asked for 3 to 5 names. The names selected by the chairperson should be made independent of the candidate and in consultation with other faculty members in the candidate's program and division of a rank equal to or above the rank of the candidate or the rank to which the candidate aspires.

2. The Dean will choose no fewer than two (2) names from each list and send letters describing our request to the prospective evaluators. The Dean will notify the chairperson of the candidate’s division to whom letters were sent. Along with the letter, the Dean will include a copy of the candidate's vita and three (3) publications selected by the candidate as most representative of his or her scholarship.

3. All evaluations received by the Dean will become part of the dossier and be made available through the Dean's office for review by members of the personnel committee who will be meeting on the candidate.

4. Faculty members who are going up for full professor must notify the Dean of their intention by May 15th. Candidates have to assemble their CV, representative articles, and list of names being proposed for external letters by May 15th. The GSE Personnel Committee proposes that the Dean’s office send out requests for letters to potential external reviewers by June 1st. If candidates fail to notify the Dean by May 15th, their promotion applications will be delayed to the next year.

5. Faculty members who are going up for tenure must assemble their CV, representative articles, and list of names being proposed for external letters by September 15th. The GSE Personnel Committee proposes that the Dean’s office send out requests for letters to potential external reviewers by October 1st.

6. The GSE Personnel Committee also proposes that the Dean’s office send out a thank you note to external reviewers for writing an external review letter.

Note. Items 4, 5, 6 were approved by GSE Personnel Committee on 3/18/2015
Appendix B

Dissertation Involvement

Acknowledging that the divisions and programs in the Graduate School of Education have highly specialized doctoral programs, with some faculty having more expertise while others are specialized in other areas, the relative importance of dissertation involvement needs to be recognized in tenure, reappointment, and promotion decisions.

Specifically, we recommend the establishment of the following principles:

➢ Faculty at second reappointment are expected to have served (or be serving) as readers on dissertation committees.

➢ By tenure time, faculty who teach doctoral courses are expected to be mentoring (but not necessarily completing) a dissertation.

➢ By tenure time those faculty who have not taught doctoral courses are expected to have served as a reader on committees in any one or more of the programs or Divisions.

➢ For promotion to Associate/Full Professor, faculty who teach doctoral courses need to mentor dissertations to completion. Faculty who do not teach doctoral courses need to maintain their readership roles on dissertations.

➢ It is the responsibility of the Division Chair in cooperation with program directors to make sure these opportunities are available to the pre-tenured faculty.
Appendix C

PROCEDURE ON MINUTES OF THE COMMITTEE

At the conclusion of personnel meetings in which an application for reappointment, tenure, and/or promotion has occurred, the minute taker will provide a synopsis of the major points made regarding a) strong aspects of the candidate's record; b) concerns raised about the candidate's record. A member of the personnel committee other than the recorder (this may or may not be the committee chair) will lead a summative discussion in order to gain the consensus of the group regarding the statements which will be forwarded to Dean and to the office of the VP for inclusion in the candidate's letter.
Appendix D: Clinical Staff Hiring Timelines and Application Form  
(Adopted March 3, 2013 by the GSE Personnel Committee)

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<th>CLINICAL STAFF HIRING TIMELINES</th>
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<tbody>
<tr>
<td>October</td>
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<tr>
<td>Personnel Committee meets to decide the number of clinical staff needed in the GSE.</td>
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<th>December</th>
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<tr>
<th>January 15</th>
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<tr>
<td>Dean provides chairs with information on the number of clinical staff lines authorized.</td>
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<tr>
<th>February 1</th>
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<tbody>
<tr>
<td>1. Chairs create a search committee for each clinical staff line authorized.</td>
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<tr>
<td>2. Position description with responsibilities and expected outcomes where appropriate is created by chair with members of the search committee.</td>
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<tr>
<th>February 15</th>
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<tr>
<td>1. Clinical staff who seek successive appointment are encouraged to submit APPLICATION FOR CLINICAL STAFF SUCCESSIVE APPOINTMENT to search committee.</td>
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<tr>
<td>2. Search committee decides whether to stop search and recommend the clinical staff member currently in the position or continue search.</td>
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<td>3. Chair informs clinical staff member of decision.</td>
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<tr>
<th>March 15</th>
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<tr>
<td>Last day for clinical staff member who seeks a successive appointment to apply for the position they now hold.</td>
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<tr>
<th>April 1</th>
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<tr>
<td>1. Search committee submits recommendation to division chair.</td>
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<tr>
<td>2. Chair makes recommendation and supporting documents available to members of the Personnel Committee in the Dean’s Office.</td>
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<tr>
<td>3. Dean’s office provides course evaluations to the materials if the recommendation is for a successive appointment.</td>
</tr>
<tr>
<td>4. For successive appointments, applicant distributes, either digitally or in hard copy, the STATEMENT OF RESPONSIBILITIES AND ACCOMPLISHMENTS that was included in their application.</td>
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<tr>
<th>April 15</th>
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<tr>
<td>Personnel Committee meets to discuss and vote on recommended candidate.</td>
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Appendix D: Clinical Staff Hiring Timelines and Application Form
(Adopted March 3, 2013 by the GSE Personnel Committee)

FORDHAM UNIVERSITY
APPLICATION FOR CLINICAL STAFF SUCESSIVE APPOINTMENT

Name: __________________  Academic Unit: __________________  Date: _____________

Period of last appointment _____ (beginning date)  to _____ (end date)

Please submit two copies of each of the following to the Dean by the required deadline:
(1) this application, (2) your curriculum vita, and (3) a statement of responsibilities and accomplishments.

In addition, a copy of the statement should be distributed to each member of the committee approximately 2 weeks before the meeting.

STATEMENT OF RESPONSIBILITIES AND ACCOMPLISHMENTS

In consultation with the chairperson of your Division, please prepare a statement detailing the responsibilities assigned to you as a condition of your appointment and how you have fulfilled those responsibilities. It is expected that applicants will report accomplishments specifically related to their assigned responsibilities. Where appropriate, describe any changes to your role and responsibilities since your initial appointment or last review for reappointment.

In the statement, please provide information on (1) the courses you have taught since your last appointment; (2) university service (e.g., committee assignments); (3) program activities (e.g. preparation of reports, advising load, administrative responsibilities, and (4) professional activities outside of Fordham (e.g. state and national organization activities). Please be specific and support your accomplishments with data where possible.

Signature ___________________________  Date ____________
Appendix E: FACULTY PERSONNEL PROCEDURAL CALENDAR

(note that this may be subject to change due to university’s change of due dates)

September 1  First day of contract year for faculty
September 15 Applications for faculty fellowships to be sent to Chairs/Deans from faculty members
October 1  Applications for contract renewal (2nd year of initial two-year contract) to Chairs/Deans from faculty members
October 1  Applications for fellowships to Deans from Chairs (for Arts & Sciences departments and Business faculty areas)
October 15 Applications for promotion to Chairs/Deans from faculty members
October 15 Applications for faculty fellowships to Provost for Academic Affairs from Deans
November 1 Applications for contract renewal (2nd year of two-year Contract) to Deans from Chairs (for Arts & Sciences departments & Business areas)
November 1 Departments/Faculty submit merit norms to Senate Office, Deans and Provost for Academic Affairs
November 15 Applications for contract renewal (2nd year of initial two-year contract) to Provost for Academic Affairs from Deans
December 1 Applications for promotion to Deans from Chairs (for Arts and Sciences departments and Business faculty areas)
December 1 Applications for contract renewal (one-year contract with less than one year to termination) due to Chairs/Deans from faculty members
December 15 Applications for promotion to Provost for Academic Affairs from Deans
December 15 Faculty members notified of contract renewal decisions (2nd year of initial two-year contract) by Provost for Academic Affairs
December 15 Faculty members notified of faculty fellowship decisions by Provost for Academic Affairs
January 1  Applications for contract renewal (one-year contract with less than one year to termination) due to Dean from Chairs (for Arts & Sciences departments and Business faculty areas)
January 15 Applications for tenure due to Chairs/Deans from faculty members
January 15 Applications for contract renewal (one-year contract with less than one-year to termination) due to Provost for Academic Affairs from Deans
January 15 Applications from faculty member for research grants to Research Council
February 1  Last day to withdraw from Summer Session commitment [see §4-05.02(f)]
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 1</td>
<td>Faculty activity reports (with merit applications where required) due to Chairs/Deans and <strong>Provost</strong> for Academic Affairs</td>
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<tr>
<td>February 15</td>
<td>Faculty members notified of promotion decisions by <strong>Provost</strong> for Academic Affairs</td>
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<tr>
<td>February 15</td>
<td>Faculty members notified of contract renewal (one-year contract with less than one-year to termination) by <strong>Provost</strong> for Academic Affairs</td>
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<tr>
<td>February 15</td>
<td>Applications for contract renewal (after two years or initial three-year contract) to Chairs/Deans from faculty members</td>
</tr>
<tr>
<td>March 1</td>
<td>Applications for tenure due to Deans from Chairs (for Art and Sciences departments and Business faculty areas)</td>
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<tr>
<td>March 15</td>
<td>Applications for tenure due to <strong>Provost</strong> for Academic Affairs from Deans</td>
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<td>March 31</td>
<td>Department/Faculty merit committees submit recommendations to Deans</td>
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<tr>
<td>April 1</td>
<td>Recommendations for appointments of Chairs and Directors to Deans</td>
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<tr>
<td>April 1</td>
<td>Applications for contract renewal (after two years or initial three-year contracts) to Dean from Chairs (for Arts &amp; Sciences departments and Business faculty areas).</td>
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<td>April 15</td>
<td>Recommendations for appointment of Chairs and Directors to <strong>Provost</strong> for Academic Affairs</td>
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<tr>
<td>April 15</td>
<td>Recommendations for emeritus status due to Deans and <strong>Provost</strong> for Academic Affairs</td>
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<td>April 15</td>
<td>Applications for contract renewal (after two years or initial three-year contract) due to <strong>Provost</strong> for Academic Affairs</td>
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<tr>
<td>May 1</td>
<td>Faculty merit decisions to Chairs/Deans from <strong>Provost</strong> for Academic Affairs</td>
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<td>May 15</td>
<td>Faculty members notified of tenure decisions by <strong>Provost</strong> for Academic Affairs</td>
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<td>May 15</td>
<td>Faculty members notify Chairs/Deans of their plans to apply for promotion October 15</td>
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<tr>
<td>May 15</td>
<td>Faculty members (after two years or initial three-year contracts) notified of contract renewal decisions by <strong>Provost</strong> for Academic Affairs</td>
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<tr>
<td>June 15</td>
<td>Faculty members notified by <strong>Provost</strong> for Academic Affairs of following year’s salary (including merit increments)</td>
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<tr>
<td>June 15</td>
<td>Notification of appointments of Chairs and Directors</td>
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<tr>
<td>August 31</td>
<td>Last day of contract year for faculty</td>
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