

Gabelli School of Business  
Department of Accounting and Taxation

Standards and Procedures for

Reappointment,

Tenure,

and

Promotion

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## **Accounting Area Personnel Committee (PC)**

The procedures of the Accounting Area Personnel Committee (PC) should be understood as an application of the general provisions of the University Statutes. However, to the extent there is an actual or perceived conflict between the provisions in this document and the University Statutes, the latter shall be binding in all matters. The PC is charged with making recommendations to the Gabelli School of Business Dean about reappointment, promotion, and tenure decisions. In this document, the term “area’ and “department” may be used interchangeably, Gabelli School of Business will be referred to as “GSB”, and Accounting and Taxation Area will be referred to as “Accounting Area” or “Area.”

The PC consists of all tenured Accounting Area faculty members, except for decisions regarding promotion to full professor, in which case it consists of all Accounting tenured faculty at the rank of full professor, and for decisions involving promotion to associate professor, in which case it consists of all Accounting tenured faculty at the rank of associate or full professor. Because the PC committee requires no less than five members (per University Statutes §4-05.01), cognate(s) would be needed in those situations where there is an insufficient number of committee members. If cognates are needed, the tenured faculty of appropriate rank will recommend candidates to the GSB Dean (if one or two cognates are needed), or to the president of the faculty senate (if more than two cognates are needed), who will in turn provide input on the final selection(s). This process applies for all reappointment, promotion, and tenure decisions. The chair of the Accounting department will serve as the chair of the PC.

Furthermore, for all promotion meetings, there shall be two outside voting members on the PC appointed by the GSB Dean. These two members shall be faculty of Fordham University who are not members of the Accounting Area. The Area Chair will nominate four people to the GSB Dean, from which the Dean then selects two to serve as the outside members.

## **Standards for Tenure Track and Tenured Faculty**

The following standards for reappointment and for granting of tenure apply to all current tenure-track faculty. The following standards for promotion apply to all current tenure-track faculty and tenured faculty. Because this document, approved September 2016, is considered to be an elaboration and codification of prior practice rather than a change in standards and procedures, it supersedes all prior versions and applies to all current faculty. However, subsequent revisions of this document will only apply to faculty hired after the effective date of the revised document.

### **Standards for Reappointment**

The decision to reappoint a tenure track faculty member shall be based on demonstrated progress toward, and estimated promise of, a future favorable tenure decision. Successful reappointments should not however be construed as an eventual, favorable tenure decision.

Following a reappointment decision, the PC chair will communicate to the faculty person any concerns or reservations the PC may have had concerning either the reappointment itself or the eventual ‘tenurability’ of the faculty person. If there are such concerns or reservations, the PC chair will provide the faculty person with suggestions and guidance for how they might improve their tenure prospects.

### **Standards for Tenure**

The below standards are listed in order of importance:

Research: The candidate for tenure is expected to have a research publication record that is consistent with being a scholar of repute and with having an active and ongoing research program, including extensive and productive research activity while a member of the GSB Accounting Area faculty. While the PC will also consider publication of books and book chapters, presentation of research results at conferences, and other research activity, in general the candidate is expected to have at least two top-tier publications and additional high-quality but below top-tier publications. However, an applicant with one top-tier publication but with extensive high-quality but below top-tier publications may also meet this standard. If a candidate for tenure received their PhD (or LLM if that is their terminal degree) at least one year before joining Fordham, the number of publications required to be considered 'a scholar of repute' may be proportionally increased.

The list of top-tier publications includes, but is not limited to, The Accounting Review, Journal of Accounting Research, Journal of Accounting and Economics, Contemporary Accounting Research, Review of Accounting Studies, and Journal of the American Taxation Association. Top-tier journals in other disciplines (e.g., Journal of Finance, Management Science) are also included. These listed journals are not necessarily identical with lists used for other purposes, such as for summer research awards and merit decisions.

While research done before the candidate came to Fordham is considered in determining whether the candidate is a 'scholar of repute', such work is obviously not considered in determining whether the candidate was engaged in 'extensive and productive research activity while a member of the Accounting Area faculty'. A paper that was substantially done before the candidate joined Fordham would not be considered among the GSB research activity even if the author's affiliation on the published paper is listed as GSB. However, if a candidate joined GSB after receiving a first revise-and-resubmit on a paper and then made a significant contribution in preparing the paper for resubmission, that accepted paper would be included among the GSB research activity.

The PC recognizes that because of the complexity of contemporary high-level research, some research publications might have three or four co-authors. In evaluating tenure candidates whose research papers have many co-authors, the PC will consider whether i) the candidate has other publications with only one or two authors, and ii) the candidate has made substantive contributions to the papers with three or more authors. In determining whether a candidate's contribution to a paper was substantive, the PC may request that the candidate provide a written description of their specific contribution. The PC may also directly contact the candidate's co-authors for additional information about the candidate's contribution. Contributions should be intellectual in nature and driven by the candidate's academic skill set, rather than simple clerical or routine data processing work that lesser-trained people could have performed equally well. Also, the PC will heavily weigh the input of co-authors who are members of the Accounting Area faculty as to their views of the candidate's contributions to the papers they were co-authors on.

A letter from a journal editor stating that a paper is accepted pending a very minor revision will be considered as a publication with respect to the tenure decision.

Teaching: Teaching is an important part of the Area's mission and the candidate is expected to have received favorable teaching reviews. As part of the teaching assessment, the PC will consider ways in

which the candidate helps students reach their education and career goals, including appropriateness of the course materials, availability to students, and development of new courses or materials.

Service: Before receiving tenure, faculty members are expected to initially focus primarily on developing their research and teaching programs, with the service burden falling more heavily on the tenured faculty. However, as newer faculty become more established in their research and teaching, they will be expected to contribute more service to the Area, GSB, University, and public. The promise and potential of future service will be given some, albeit minor, weight in the tenure decision.

### **Standards for Promotion to Associate Professor**

The standards for promotion to Associate Professor are similar to those for tenure and frequently both decisions will occur in the same year. However, consideration for promotion will focus on actual accomplishments rather than future promise. For those applying for promotion and tenure in the same year, §4-05.05 of the University Statutes requires a separate consideration of promotion. However, every effort will be made to reduce the application burdens for the applicant. For example, the applicant may use the same binder (although a separate application form needs to be filed, with the correct box checked on page 1).

### **Standards for Promotion to Full Professor**

Appointment to Full Professor requires distinguished academic achievement evidenced by outstanding contributions (assessed by scholars within and outside the University) in research, teaching, and service. Significant time in rank is encouraged.

### **Procedures for Tenure Track and Tenured Faculty**

The following procedures apply to all current tenured and tenure-track faculty.

### **General Procedures for Reappointment, Tenure, and Promotion Decisions**

Procedures are established by a majority vote with an 80% quorum of the area's PC membership present. Future changes to these procedures require the same 80% quorum.

All members of the PC will have access to, and are expected to read, each candidate's application for reappointment, tenure, or promotion, along with supporting documents. The material will be held in the Area chair's office (or alternative locations designated by the chair) for PC members to access.

The Area chair will assign one PC member to prepare an analysis of a candidate's research, teaching, and service. The assigned PC committee member will be responsible for drafting a report that will include the candidate's area of research, publications, working papers, presentations, proceedings, relevant information on teaching (including teaching evaluations), and service. The assigned PC member will then discuss the report at the personnel meeting.

All votes by the PC for reappointment, tenure, or promotion will be done by secret ballot.

## **Specific Procedures and Timelines for Reappointments (Contract Renewals)**

### **First Reappointment**

All tenured members of the Area will be on the PC to review and discuss in October the progress in research, teaching, and service for applicants for the first reappointment.

Faculty applying for the first reappointment will receive a notice from the Provost's office. Applicants must complete an Application for Reappointment and submit it to the area chair by October 1, along with a current resume, copies of publications, working papers (including latest letters from editors, such as "revise and resubmits"), grants, and other works, copies of summary teaching evaluations, and other supporting materials.

By November 1, the reappointment binders (containing the above materials and the result of the vote) will be given to the GSB Dean and the Associate Dean of Faculty. We understand that the GSB Dean will make a recommendation to the Provost by November 15 and that the Provost and the President will make the final decision, which will be mailed by December 15. Candidates receiving reappointment should be aware that there is no guarantee of future reappointments or eventual granting of tenure and/or promotion.

### **Second and Third Reappointments**

The process for second and third reappointments is the same as the first, except that the application and materials (see above) are due to the Area chair by February 15. The PC will meet during March, and the binders (which will include the result of the vote) will be given to the Associate Dean of Faculty and the GSB Dean by April 1. We understand that the GSB Dean will make a recommendation to the Provost by April 15 and that the Provost and the President will make the final decision, which will be mailed by May 15. Candidates receiving reappointment should be aware that there is no guarantee of future reappointment or eventual granting of tenure and/or promotion.

## **Specific Procedures and Timelines for Tenure Decisions**

### **October 1: Names of Outside Reviewers and Materials due from Tenure Candidates to Area Chair**

Each applicant will suggest three outside reviewers who will review the applicant's tenure packet. Ideally, but not necessarily, each of the three outside reviewers chosen by the candidate will have been (or will be) contacted (by either the tenure candidate directly or by a member of the PC) to obtain agreement to review the tenure packet, prior to it being mailed. Applicants should seek to identify reviewers who are objective as to the applicant and to the applicant's work (e.g., the PC will assign less weight to reviewers who are family members, dissertation committee members, co-authors on published work, etc). The tenure candidate and the PC will use their best judgment to determine whether to contact any or all of the outside reviewers in advance of sending the tenure packet.

By October 1, each tenure candidate will provide the following (by email) to the chair of the PC (the Area chair):

1. The names of the three outside reviewers identified by the tenure candidate.
2. The names of the reviewers' institutions (universities).
3. The respective universities' mailing addresses (street addresses, rather than a P.O. Box).
4. Reviewers' email addresses.
5. Reviewers' telephone numbers.
6. Current Resume.
7. Statement of Research.
8. Sample of published and/or accepted papers. The tenure candidate does not need to (but may) send *all* published papers.

### **Month of October: PC Identifies Four Additional Outside Reviewers**

In addition to the three outside reviewers identified by the candidate (described above), the PC, during the month of October, will identify four outside reviewers. The PC may contact the four additional outside reviewers in order to solicit their agreement to perform the review in the required time frame. These four additional outside reviewers will not be selected by the tenure candidates, and they are expected to be unbiased reviewers. The candidate's Items 6 – 8 (above) will be used to assist the PC in identifying the four additional outside reviewers (and will be sent to the outside reviewers). The tenure candidate does not need to (but may) send *all* published papers. A sample will suffice to help the PC identify the additional four outside reviewers. Therefore, seven outside reviewers will be solicited to provide assessments of each tenure candidate.

The PC will request that the outside reviewers' send their assessments of each candidate by December 15. See the sample letter in the appendix.

### **November 1: Eight Tenure Packets Due from Tenure Candidates to Area Chair**

By November 1, the applicant will supply the area chair with eight packets, each containing a current resume, statement of research, and copies of the papers and books that the applicant wants to have sent to the outside reviewers to help the reviewers determine the impact that the applicant's research has had or is likely to have upon the field. The Area chair will have the materials sent to the seven outside reviewers (three from the candidate and four from the PC committee), each with the standard letter from the Area chair. (See the appendix for the sample letter.) One packet of materials will be kept for reference.

In order to secure the tenure packets and maintain confidentiality, the tenure packets should be hand delivered to either the PC chair or the chair's designated assistant.

### **December 15: Letters from Outside Reviewers are Due**

The letters are due from the outsider reviewers by December 15. Reminders will be sent, as needed, to encourage timely delivery of the letters.

### **January 15: Additional Materials due from Tenure Candidates for Tenure Binders**

We distinguish between tenure packets, which are mailed to the outside reviewers, and the tenure binders, which include the tenure packets, plus the below items, which each tenure candidate must provide in hard copy to the chair of the PC by January 15. The binder includes the following:

1. A completed, signed application for tenure. The application form is attached at the end of this document and is pre-populated through the Faculty Activity Report.
2. An updated resume (if there are any changes to the resume since October 1).
3. Statement of teaching *and* statement of service (to be added to the statement of research that was sent to the outside reviewers).
4. Course syllabi (for each course taught while at Fordham).
5. Student evaluation summaries prepared for all courses taught while at Fordham. To obtain past spreadsheets, contact: Dean Leistikow at [leistikow@fordham.edu](mailto:leistikow@fordham.edu). For more recent evaluation data, consult Course Evaluations at the Faculty Page of Banner. The applicant is invited to audit the evaluations for accuracy and completeness and to aid in improving the spreadsheet's accuracy and completeness. The spreadsheet and notes below the spreadsheet should be modified as necessary to reflect completely and accurately all of the applicant's student evaluations since the initial appointment as a full time faculty member at Fordham. Missing evaluations should be indicated as such.
6. *All* research publications (not just the sample of research publications sent to the outside reviewers), including any additional research material published since November 1. Note: all research claimed as published or accepted for publication must be documented as such. Include the most recent letters from editors if the working paper is being labeled "to revise and resubmit" or "conditional acceptance", etc).

The binders should have appropriately labeled tabs separating the various sections of materials.

Upon receipt of the letters from the outside reviewers (due on December 15 as per the letter to the outsider reviewers), the PC chair will add them to the tenure binders of each candidate.

Two binders must be submitted to the PC chair. (Two binders are needed to make the material easily accessible to all the PC members. One binder will be held at the Lincoln Center campus and the other at the Rose Hill campus.)

### **January 15 – Early February: Tenure Binders Reviewed by PC Members**

The tenure binders will be held by the following two people (and in the respective locations) to facilitate reviews thereof by members of the PC prior to the vote:

1. Associate Dean of Faculty, who is currently Victor Borun, located at:  
140 West 62nd Street, Room 452  
New York, NY 10023

His contact information is: 212 636 7428; [borun@fordham.edu](mailto:borun@fordham.edu).

If Victor Borun is unavailable, the PC members can access the materials by contacting his assistant, who is currently: Cathy Henson (Administrative Assistant). Her contact information is: 212 636 6172; [henson@fordham.edu](mailto:henson@fordham.edu).

2. GSB Dean, who is currently Donna Rapaccioli, located at:  
441 East Fordham Road  
Hughes Hall, 4<sup>th</sup> Floor  
Bronx, New York 10458

Her contact information is: 718 817 4105; [rapaccioli@fordham.edu](mailto:rapaccioli@fordham.edu).

However, to access the binders, members of the PC will contact the Dean's assistant, who is currently Betty Grizzaffi. Her contact information is: 718 817 4466; [egrizzaffi@fordham.edu](mailto:egrizzaffi@fordham.edu).

### **Mid-February: PC Members' Reports on Tenure Candidates and PC Vote for Tenure**

The PC will hold a meeting mid-February. The purpose of the meeting is to discuss each candidate's research, teaching, and service, and then vote on each tenure candidate's application. The total results of the vote (and a written summary of the PC's deliberations (e.g., pro's, con's, concerns)) will be added to the tenure binders.

Also, each member of the PC will write a recommendation on the respective tenure candidates. The recommendation will analyze the candidate's research, teaching, and service. These recommendations, along with the result of the vote, will be added to the tenure binders.

### **March 1: Tenure Binders Delivered to Associate Dean of Faculty**

Each tenure binder will be checked for completeness by the PC.

The completed tenure binders will be delivered to the Associate Dean of Faculty by March 1. We understand that the Associate Dean of Faculty will then send the materials to the GSB Dean.

### **March 15: GSB Dean Recommendation to Provost**

We understand that the GSB Dean will make a recommendation to the Provost (currently Stephen Freedman) by March 15.

### **May 15: Final Decision Announced by Office of the Provost**

We understand that the final tenure decisions are mailed out by the Provost office to the candidates by May 15.

### **Specific Procedures and Timeline for Promotion to Associate Professor in Same Year as Tenure**

The promotion process is separate from, but related to, the tenure process that is described above.

If the PC members vote to grant tenure and if the GSB Dean supports the decision, the PC will meet about the tenure candidate's promotion from assistant professor to associate professor.

Therefore, the PC will meet sometime after March 15, the date the GSB Dean sends the recommendation to the Provost. This meeting is separate from the meeting about tenure described above. During the meeting the PC will vote on the candidate's promotion to associate professor. The candidate's application for promotion, along with the results of the vote, will be sent to the GSB Dean after the meeting. The decision on promotion is sealed until May 15, the date the tenure decision is announced.

The application form for promotion is the same as the application form for tenure and is attached at the end of this document (and is also pre-populated at the Faculty Activity Report). However, the application form, although the same, must be submitted separately with the appropriate box checked

at the top of the form (please refer to the form). The signed form should be submitted in hard copy to the chair of the PC by January 15, the same date the application for tenure is due (see above). The applicant need not prepare a new binder (i.e., the tenure application binder may also serve as the supporting materials for the promotion application).

### **Specific Procedures and Timeline for Promotion to Full or Associate Professor other than in the Year of Tenure**

Associate professors who wish to apply for promotion to full professor must provide to the area chair, by May 15, the following:

1. The names of three outside reviewers
2. A current resume
3. Eight packets of materials of scholarly work

As is the case for tenure candidates (see above), the PC will choose four additional outside reviewers. Seven of the eight packets will be sent to the outside reviewers and one will be retained by the PC.

The packets will be sent to the outside reviewers during the summer. The letters will be due from the outside reviewers by October 15.

Also by October 15, the applicants should provide two binders and ensure that the Dean's office provides the applicant's teaching evaluations to the PC in a spreadsheet. (and the applicant should include any evaluations that are available at the Faculty page in Banner) The applicant is invited to audit the evaluations for accuracy and completeness and to aid in improving the spreadsheet's accuracy and completeness. The spreadsheet and notes below the spreadsheet should be modified as necessary to reflect completely and accurately all of the applicant's student evaluations since the initial appointment as a full time faculty member at Fordham. Missing evaluations should be indicated as such. The binders should be prepared in accordance to how they are prepared for tenure and promotion to associate professorship.

All members of the PC who are tenured and of appropriate rank (full professors) will have access to, and are expected to read, each candidate's application, resumes, scholarly work, and outside reviewers' letters. The material will be held in the Area chair's office for review.

During November, or earlier if possible, the PC will meet and vote on promotion for each candidate. The Area chair will assign one full, tenured faculty member to prepare an analysis of each candidate's research, teaching, and service. The assigned member of the PC will be responsible for writing a report, which will include a description of the candidate's area of research, as well as an overview of the publications, working papers, presentations, and proceedings. In addition, the report will provide relevant information on teaching (including teaching evaluations) and service. The assigned faculty member will then discuss the report at the personnel meeting.

The application for promotion, the reports from the PC, and the results of the vote will be added to the applicant's binder and delivered to the Associate Dean of Faculty and the GSB Dean by December 1. We understand that the GSB Dean will make a recommendation to the Provost by December 15.

We understand that the candidate will hear from the Provost office whether the promotion was granted by February 15.

## **Procedures for Reappointment of Clinical Faculty**

For clinical reappointments, tenured faculty should be in agreement that the candidate continues to provide productive and valuable contributions in teaching and service in line with the responsibilities and conditions outlined in his/her most recent appointment letter. Because clinical faculty are primarily engaged in teaching, overall teaching evaluations should be favorable. The PC will review course syllabi, quizzes, exams, notes and other relevant course materials provided by the candidate.

**Appendix A: Sample Letter to Outside Reviewers for Tenure**

Professor \_\_\_\_\_, Ph.D.

November 1, 20XX

Dear Professor XXXX:

Y is applying for a tenured position on the faculty at Fordham University’s Gabelli School of Business. We would greatly appreciate your input into our decision-making process on this important matter by providing your evaluation of Professor Y’s research.

If you would, please evaluate the quality of the candidate’s body of work (with a special emphasis on the work the candidate performed while at the Gabelli School of Business) and the candidate’s potential for future research. Please do not include in your evaluation a specific recommendation regarding the tenure decision, since the decision-making criteria differ from institution to institution. A copy of the candidate’s curriculum vitae has been included. The research materials that are included (academic papers and “statement of research”) were submitted at the applicant’s discretion. Your review need not be restricted to the discretionary materials submitted by the applicant.

In order to provide sufficient time for our faculty committee to review your response, we would appreciate your evaluation by December 15, 20XX. Also please note that Fordham University statutes require that your correspondence to us in this matter be treated as confidential.

The mailing address for your correspondence is:

Professor \_\_\_\_\_, Ph.D.  
Area Chair, Department of Accounting and Taxation  
Fordham University  
Gabelli School of  
Business

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you in advance for your help. If you have any questions, please do not hesitate to contact me via phone (XXX XXX XXXX) or email ([xxxxx@fordham.edu](mailto:xxxxx@fordham.edu)). If ever I or another member of our faculty could return a similar favor to your university, please do not hesitate to let us know.

Sincerely,

## Appendix B: Application Form for Tenure and Promotion

[Note: The items needed for this application are available in the Faculty Activity Report (FAR) report function (at my.fordham.edu) and will facilitate completion of the application.]

### FORDHAM UNIVERSITY Application Form For Tenure or Promotion

Name: \_\_\_\_\_  
Academic Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Application For :  Tenure  
 Promotion to Associate Professor  
 Promotion to Full Professor

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Members of the Arts and Sciences Faculty and the Faculty of Business submit two typed copies of the application, with supplementary statements and a current curriculum vitae attached to each copy along with two copies of publications, course outlines/syllabi, and other supporting material to their Department Chair (for Arts and Sciences Faculty) or their Dean (for Faculty of Business). A list of supporting material should be enclosed with each set. The Chair or Dean should make one set available for faculty at **each campus**.

All other faculty submit two typed copies of the application, with supplementary statements and a current curriculum vitae attached to each copy, to the Dean along with one set of publications, course outlines/syllabi, and other supporting material. A list of all supporting material should be enclosed. Submit all material by:

For Tenure by **January 15<sup>th</sup>**

For Promotion by **October 15<sup>th</sup>**

The Chair of the Personnel Committee will arrange for the meeting of the Personnel Committee and send its recommendations with both copies of the full application and accompanying material to the Dean of Faculty or Dean, as appropriate, by the following schedule:

For Tenure by **March 1<sup>st</sup>**

For Promotion by **December 1<sup>st</sup>**

For the norms governing promotion, see the University Statutes § 4-05.05 (a); for those governing tenure, see § 4-05.04 (d) and (h).

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#### I. EDUCATION – UNDERGRADUATE, GRADUATE, POST-GRADUATE

| <u>Institution</u> | <u>Degree</u> | <u>Date Awarded</u> | <u>Honors/Awards</u> |
|--------------------|---------------|---------------------|----------------------|
|--------------------|---------------|---------------------|----------------------|

**II. ACADEMIC EXPERIENCE**

(IF part-time, please indicate by p-t)

**Institution**

**School or  
Department**

**Rank**

**Dates**

**III. COURSES TAUGHT AT FORDHAM DURING LAST 2 YEARS**

**Course Number    Title**

**Average Enrollment**

**IV. RESEARCH, PUBLICATIONS, AND PROFESSIONAL ACTIVITIES**

- A.** Please submit with this form as part of your vita a chronological bibliography by category (according to accepted academic form): all authored or co-authored books; contributions to books; pamphlets; articles; reviews; research reports; scholarly addresses. Include a brief description of research accepted for publication, and research still in progress. Mention should also be made of any other relevant work.

**B. EDITORIAL POSITIONS HELD** (Give nature of position)

**C. PARTICIPATION AND LEADERSHIP IN PROFESSIONAL ASSOCIATION**  
(Give name of association, length of membership, extent of participation, committee service, offices held, etc.)

**D. SPECIAL RECOGNITION, HONORS, AWARDS, HONORARY DEGREES, BIOGRAPHICAL DICTIONARY LISTINGS, ETC., THAT HAVE A BEARING ON ACADEMIC STATUS**  
(Give full title of award, organization, date and reason.)

**E. GRANTS APPLIED FOR** (Purpose, dates)

**GRANTS RECEIVED**

**F. FACULTY FELLOWSHIPS** (Dates, purposes, results)



## Appendix C: Application Form for Reappointment for Tenure Track Faculty

Name:

Academic Unit:

Date:

- Application For Reappointment:
- in first year of service
  - in second year of service
  - after two years of service
- 

Members of the Arts and Sciences Faculty and the Faculty of Business submit *one* typewritten copy of the application, with supplementary statements and a current *curriculum vitae* attached to each copy along with *one* copy of publications, course outlines/syllabi, and other supporting material to their Department Chair (for Arts and Sciences Faculty) or their Dean (for Faculty of Business). A list of supporting material should be enclosed with each set. The Chair or Dean should make one set available for faculty at each campus.

All other faculty submit *one* typewritten copy of the application, with supplementary statements and a current *curriculum vitae* attached to your copy, to their Dean along with *one* set of publications, course outlines/syllabi, and other supporting material. A list of all supporting material should be enclosed. Submit all material by:

|                          |   |
|--------------------------|---|
| October 1st              | If renewing a two year initial contract                                       |
| February 15th            | If renewing a three year initial contract and for all other contract renewals |
| December 1 <sup>st</sup> | If renewing a one year contract   |

The Chair of the Personnel Committee will arrange for the meeting of the Personnel Committee and send its recommendations with both copies of the full application and accompanying material to the Dean of Faculty or Dean, as appropriate, by the following schedule:

|              |   |
|--------------|---|
| November 1st | If renewing a two year initial contract                                       |
| April 1st    | If renewing a three year initial contract and for all other contract renewals |
| January 1st  | If renewing a one year contract   |

For the norms governing reappointment, see the University Statutes § 4-05.03

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I. EDUCATION – UNDERGRADUATE, GRADUATE, POST-GRADUATE

| <u>Institution</u> | <u>Degree</u> | <u>Date Awarded</u> | <u>Honors/Awards</u> |
|--------------------|---------------|---------------------|----------------------|
|--------------------|---------------|---------------------|----------------------|

II. ACADEMIC EXPERIENCE

(IF part-time, please indicate by p-t)

| <u>Institution</u> | <u>School or Department</u> | <u>Rank</u> | <u>Dates</u> |
|--------------------|-----------------------------|-------------|--------------|
|--------------------|-----------------------------|-------------|--------------|

III. COURSES TAUGHT AT FORDHAM DURING LAST 2 YEARS

| <u>Course Number</u> | <u>Title</u> | <u>Average Enrollment</u> |
|----------------------|--------------|---------------------------|
|----------------------|--------------|---------------------------|

IV. RESEARCH, PUBLICATIONS, AND PROFESSIONAL ACTIVITIES

A. Please submit with this form as part of your vita a chronological bibliography by category (according to accepted academic form): all authored or co-authored books; contributions to books; pamphlets; articles; reviews; research reports; scholarly addresses. Include a brief description of research accepted for publication, and research still in progress. Mention should also be made of any other relevant work.

B. EDITORIAL POSITIONS HELD (Give nature of position)

C. PARTICIPATION AND LEADERSHIP IN PROFESSIONAL ASSOCIATION

(Give name of association, length of membership, extent of participation, committee service, offices held, etc.)

D. SPECIAL RECOGNITION, HONORS, AWARDS, HONORARY DEGREES, BIOGRAPHICAL DICTIONARY LISTINGS, ETC., THAT HAVE A BEARING ON ACADEMIC STATUS

(Give full title of award, organization, date and reason.)

E. GRANTS APPLIED FOR (Purpose, dates)

GRANTS RECEIVED

F. FACULTY FELLOWSHIPS (Dates, purposes, results)

G. LEAVES OF ABSENCES (Dates, purposes, results)

H. THESES OR DISSERTATIONS AT FORDHAM UNIVERSITY UNDER ACTIVE DIRECTION DURING LAST 3 YRS

(Include BA Honors, MA/MS and Doctoral)

Under Direction   Completed   PhD                      MA/MS                      BA Honors

V. UNIVERSITY AND PUBLIC SERVICE

A. ACADEMIC ADMINISTRATION

School/Unit

Position

Dates

B. COMMITTEE SERVICE

(University, School, Department/Area)

Committee

Dates

C. SPECIAL ACADEMIC COUNSELING, MODERATORSHIP, ETC.

(Name of organization, nature of work, number of years, and average time per week)

D. SERVICE OUTSIDE FORDHAM UNIVERSITY

(Type of service, i.e., local, state, national agencies or institutions, business, industry or the professions, the public at large; name of organization, if any; amount of time; citations or awards, etc.)

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Signature

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Date

## Appendix D: Schedule of Critical Dates and Timelines

| Reappointments (Contract Renewals) – Tenure Track Faculty |  |                 |  |              |  |
|---|--|-----------------|--|--------------|--|
| 1st   |  | 2 <sup>nd</sup> |  | 3rd          |  |
| 1-Oct   | Candidate sends following (in binder) to area chair: Application for Reappointment, resume, copies of publications, teaching evaluations, etc. | 15-Feb          | Candidate sends following (in binder) to area chair: Application for Reappointment, resume, copies of publications, teaching evaluations, etc. | 15-Feb       | Candidate sends following (in binder) to area chair: Application for Reappointment, resume, copies of publications, teaching evaluations, etc. |
| During October  | PC meets and votes.  | During March    | PC meets and votes.  | During March | PC meets and votes.  |
| 1-Nov   | PC delivers reappointment binder (with vote results) to GSB Dean.  | 1-Apr           | PC delivers reappointment binder (with vote results) to GSB Dean .   | 1-Apr        | PC delivers reappointment binder (with vote results) to GSB Dean   |
| 15-Nov  | GSB Dean sends recommendation to Provost.  | 15-Apr          | GSB Dean sends recommendation to Provost.  | 15-Apr       | GSB Dean sends recommendation to Provost.  |
| 15-Dec  | Decision sent to candidate.  | 15-May          | Decision sent to candidate.  | 15-May       | Decision sent to candidate.  |

| Tenure         |   | Promotions                               |   |                   |  |
|----------------|---|--|---|-------------------|--|
|                |   | Promotion to Associate in Year of Tenure |   | Promotion to Full |  |
| 1-Oct          | Candidate sends following in soft copy (by email) to area chair: names of 3 outside reviewers (and complete contact information), current resume, statement of research, sample of published/accepted papers.   | 15-Jan                                   | Candidate sends completed application form for promotion to area chair. (This is the same form as tenure application, but requires checking a different box.) | 15-May            | Candidate sends names of 3 outside reviewers to area chair, as well as completed application for promotion, plus 8 packets of materials, each containing current resume and copies of published and accepted articles. |
| During October | PC identifies 4 additional outside reviewers.   | After March 15 - April                   | PC committee will meet and vote on application for promotion. PC will deliver application for promotion and the results of the vote to the GSB Dean           | During May        | PC identifies 4 additional outside reviewers.  |
| 1-Nov          | Candidate delivers to area chair 8 packets, each containing: resume, statement of research, copies of scholarly work; PC mails packets to 7 outside reviewers and retains 1 copy.   | 15-May                                   | Decision sent to candidate.   | 1-Jun             | Candidate's packets are sent to 7 outside reviewers. One packet is retained.   |
| 15-Dec         | Letters are due from outside reviewers.   |  |   | 15-Oct            | Letters are due from outside reviewers.  |
| 15-Jan         | Candidate delivers to area chair 2 binders, each containing: Application for tenure, resume, statement of teaching, statement of service, statement of research, course syllabi, student evaluation spreadsheet, copies of all published articles and articles accepted for publication. Area chair adds reviewers' letters to binders. |  |   | During November   | PC meets to review candidate's application for promotion, including outsider letters.  |

| <b>Tenure, continued</b>    |   |
|-----------------------------|---|
| January 15 - early February | PC members review binders.                              |
| Mid-February                | PC meets to review candidate's work and vote on tenure. |
| 1-Mar                       | PC delivers binders and vote to GSB Dean.               |
| 15-Mar                      | GSB Dean sends recommendation to Provost.               |
| 15-May                      | Decision sent to candidate.                             |

| <b>Promotion to Full, continued</b> |   |
|-------------------------------------|---|
| 1-Dec                               | Candidate's materials, along with result of the vote, are sent to GSB Dean. |
| 15-Dec                              | GSB Dean sends recommendation to the Provost.                               |
| 15-Feb                              | Decision sent to candidate.   |