To: Steering Committee

From: Committee on Faculty Affairs

Re: Final Recommendation on Future of CPC (or should CPC become CTPC) and Proposed Timeline

Date: May 18, 2015

**Background:** In January, 2014, Governor Christie signed into law a statute changing the tenure process at New Jersey state colleges. According to the statute, tenure is now granted on the first day of the seventh year of employment. This means that the review of candidates for reappointment to the seventh year at TCNJ must now take place in the candidate’s fifth year, rather than in the fourth year, as is our current practice.

In a February 14, 2014 memo to the faculty, the Provost noted her intention to put into governance a charge asking the College to consider whether, given the new statute, the processes for tenure and for promotion to Associate Professor should be linked, except in cases when a faculty member chooses to apply for promotion to Associate Professor before he or she is eligible for tenure.

**Charge**: Steering asked CFA to consider whether the processes for tenure and promotion to Associate Professor should be joined into a single process and decision. And, if CFA’s recommendation is to join the two processes, then the committee will, as a second step, need to make recommendations on two closely allied issues:  
 1. Should the College Promotions Committee become a College Tenure and Promotions   
 Committee?   
 2. What should be the timeline for the joint tenure/promotion process?

CFA submitted its Final Recommendation on joining Tenure and Promotion to Associate Professor to Steering on May 7, 2014 and this recommendation is archived on the Academic Affairs web page under charges to CFA for 2014-2015.

**Process Used to Gather Testimony on Second Step of Charge:** CFA began work on the second step in this charge by brainstorming various options for the future of the CPC. The brainstorming process produced six possible options for a joint tenure and promotion process. This information was distributed in both prose format and tabular format via the Academic Affairs distribution list to faculty and librarians and is archived on the Academic Affairs Web Site under charges to CFA. In addition, testimony was gathered for and against each option by soliciting e-mail and by holding a ninety minute stand-alone Open Forum on Oct. 29, 2014. Each option listed was displayed on large post-it notes at the Open Forum and all comments were summarized and recorded under each option with ample time for discussion and debate. Although all options were discussed it became apparent at the Open Forum that Options V and VI were favored since they supported a tenure/promotion to Associate Professor process without CPC review. Further discussion both at the Open Forum and at the next CFA meeting weighed the merits of both Options V and VI. Option VI was favored because it provides tenured Assistant Professors a process option that normallyskips the CPC. Based upon e-mail and on testimony gathered at the Open Forum, CFA selected the best compromise, which was Option VI, and voted to recommend Option VI.

A second Open Forum was held on February 18, 2015 before the Faculty Senate meeting to inform the community that Option VI was the recommended CFA option and to explain the joint tenure/promotion process timeline that CFA has developed. Again, voluminous documentation was distributed via the Academic Affairs distribution list to all faculty and librarians and these documents are included with this recommendation. Both prose and charts delineated that Option VI presumes the merger of tenure and promotion to Associate Professor and maintains the current tenure application process, that is, applications will be reviewed by the department PRC, the Dean and the Provost. However, if there is a negative recommendation for appointment to the seventh/tenure year from the Department PRC and/or the Dean, then a newly constituted CPC, renamed the College Promotion and Tenure Committee (CPTC), will review the candidate’s application and submit a recommendation to the Provost.

Also included in the documentation were tables comparing the proposed regular timeline and the proposed modified (FMLA) timeline for this new process with the current regular and modified (FMLA) timeline. Other information included a flow chart of the proposed reappointment process along with a prose discussion of all steps involved clearly illustrating the three summative reviews and the year in which they are to be conducted. Much of the Open Forum discussion centered on the three summative reviews and the need for three full reviews. Discussion ensued on alternatives given the initial three year contract for faculty/librarian candidates and the need for providing appropriate opportunities for mentoring. Additional discussion centered on clarifying that these recommendations do not include any review of the promotion process for full Professor, which will be handled in a separate charge. CFA reviewed the testimony collected in detail at its next meeting and at a subsequent meeting and then voted to continue to recommend three summative reviews as the best alternative for providing appropriate mentoring opportunities given the initial three-year contract.

The proposed composition of the reconstituted CPTC was also discussed at length, including having only full Professors on the committee. To provide information on such a consideration, CFA requested and received diversity statistics from HR and requested and received from Academic Affairs the number of full Professors in current departments, including those departments that do not currently have full Professors. A review was also conducted of the composition of campus review committees at other academic institutions. After much discussion and deliberations, CFA decided that, given the current population of full Professors and the lack of any full Professors in some departments, it was not possible to have a CPTC composed of full Professors. There was also recognition that the existing pool of full Professors was not as diverse as might be desired. Based on this information, CFA voted on recommending that seven of the twelve members of the CPTC be full Professors. A revised CFA recommendation was then drafted based on these decisions, distributed to all members and accepted by e-mail vote with closing date for voting of May 1, 2015. Further refinements were made to the recommendation at the May 13, 2015 CFA meeting, document was revised, and submitted to an e-mail vote with a closing date of May 18, 2015.

**Final CFA Recommendations**: CFA built on its preliminary recommendation to merge tenure and promotion to Associate Professor and the Provost’s acceptance of that recommendation. CFA reviewed the various options detailed in the Possible Options Document, along with the testimony on all the options received by e-mail or at the Open Forum of October 29, 2014, and voted to endorse Option VI. Option VI maintains the TCNJ tradition of tenure applications being reviewed by the Department PRC, the Dean and the Provost. This approach continues what has been done previously with respect to tenure and reinforces the understanding that at TCNJ, the Department and Dean select and mentor the candidate and hence are best equipped to evaluate the candidate.

If there is a negative recommendation for appointment to the seventh/tenure year from the Department PRC and/or the Dean, then thereconstituted CPC, renamed the College Promotion and Tenure Committee (CPTC), will review the candidate’s application and submit a recommendation to the Provost. (Note: to reflect the emphasis of the new committee on promotion, not tenure, the acronym CPTC was chosen instead of the acronym CTPC given in the title of the original charge from Steering.)

To encourage currently tenured Assistant Professors to satisfy the requirements for promotion to Associate Professor, their route to promotion also will be Department PRC, Dean, and Provost. Again, if there is a negative recommendation from the Department PRC and/or Dean, the new CPTC will review the candidate’s application and submit a recommendation to the Provost. In other words, the CPTC will provide a third viewpoint on the dossier for candidates receiving negative recommendation from the Department and/or Dean**.** As the CPTC handles exceptional cases, it would be involved in the review of all applications for promotions to Associate Professor prior to granting of tenure.

These recommendations do not include any review of the promotion process for candidates forpromotion tofull Professor nor any role of the reconstituted CPTC in those processes.  This review is covered under a separate charge (Review of Promotion and Reappointment Document) and will be handled in the future. CFA does make a recommendation that, for now, at least seven of twelve members of the CPTC should be full Professors. This is to guarantee diversity as well as full representation, as some departments have no full Professors.   
  
Until new procedures for promotion to the rank of Professor are approved, the CPTC will continue to review the applications for full Professor after reviews by the Department PRC and Dean and forward their recommendation to the Provost. While the purview of the CPTC will expand to include tenure applications, if needed, the overall workload for this committee should decrease since the CPTC will no longer be reviewing most applications for promotion to Associate Professor.

Recommendations on the timeline to accompany these changes are explained and flow-charted in an attached document entitled Reappointment Process – CFA Proposal. CFA recommends that this timeline serve as the basis for negotiation between AFT and the College for establishing the dates for reappointment notifications provided to new hires covered by the CFA recommendation to merge tenure and promotion to Associate Professor. Any aspects of these recommendations that present issues of “terms and conditions of employment” or that in any way impact the Agreement will be negotiated by the AFT and the College.

**Option VI Steps –**

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| **Option** | **Tenure and Promotion to Associate** | **Promotion to Associate** | **Promotion to Professor** |
| Option VI | ***If Dept. and Dean recommend:***  Dept. PRC 🡪 Dean 🡪 Provost  ***If Dept. and/or Dean do not recommend:***  Dept. PRC 🡪 Dean 🡪 CPTC 🡪 Provost | 1. **Tenured Assistant Professors:**    1. ***If Dept. and Dean recommend:***   Dept. PRC 🡪 Dean 🡪 Provost   * 1. ***If Dept. and Dean do not recommend:***   Dept. PRC 🡪 Dean 🡪 CPTC 🡪 Provost   1. **Early promotion:**   Dept. PRC 🡪 Dean 🡪 CPTC 🡪 Provost | Dept. PRC 🡪 Dean 🡪 CPTC 🡪 Provost |