

## Personnel Procedure Summary Chart for NYIT Faculty Members

Step in the Process	Faculty newly hired at the start of the Spring semester	Faculty in their first full academic year of service (includes faculty hired the previous January)	Faculty in their second full academic year of service	Faculty in their third or subsequent full academic years of service
Faculty members must notify their Chair and Dean in writing if they wish to be considered for tenure, promotion, or reappointment.	March 1	November 1 And April 1	April 1 (of previous Academic Year)	No Later Than September 1
Faculty and the DPC must provide an agreed upon list of up to ten external evaluators to their Department Chair. Candidate must provide a link to an eportfolio page containing an updated executive summary CV and scholarship documentation that he/she wants reviewed by the external evaluators.	N/A	N/A	N/A	No Later Than September 15 (tenure and promotion only)
Letters to external evaluators will be sent out by the Department Chair, with a copy to the DPC Chair (or SPC Chair if no DPC exists).	N/A	N/A	N/A	No Later Than October 1 (tenure and promotion only)
The Chair shall meet with the faculty member to discuss the faculty member's evaluation.	April 1	November 1	April 15 (of previous Academic Year)	October 15
The Chair must give the faculty member a draft of the written evaluation.	N/A	N/A	May 1 (of previous Academic Year)	November 1
The number of external evaluations returned needs to be shared with the faculty member and the DPC by the Chair.	N/A	N/A	N/A	November 1 (tenure and promotion only)
The final Chair evaluation must be sent to the faculty member and to the FPC(s).	N/A	N/A	May 15 (of previous Academic Year)	November 8
The faculty member may submit a written response to the evaluation to both the FPC(s) and the Chair.	N/A	N/A	June 1 (of previous Academic Year)	November 15
Faculty members seeking reappointment, promotion, tenure, and/or sabbatical leaves must submit their portfolios to the appropriate DPC (or SPC, if no DPC is formed).	N/A	N/A	October 1	December 1
The report of the DPC (if it exists) goes from the Chair of the DPC to the SPC (with a copy to the candidate).	N/A	N/A	October 15	February 1
The report of the chair goes to the Dean for evaluation and final recommendation for continuation or termination	April 15	December 1	N/A	N/A
Dean's final recommendation for continuation or termination is sent to the Provost or SHP VP	May 1	December 15	N/A	N/A
The report of the SPC goes from the Chair of the SPC to the Dean (with a copy to the candidate).	N/A	N/A	November 1	March 1
The Dean must set a meeting with the SPC to discuss its recommendations, and the SPC must respond in a timely fashion.	N/A	N/A	November 8	March 15
If, after this meeting, the Dean's intention is to make a recommendation in any way different from the recommendation of the SPC, the Dean shall advise the SPC of the specific reasons why his/her recommendation differs and discuss his/her differences with the SPC in an effort to resolve them	N/A	N/A	November 15	March 31
The Dean transmits his or her recommendation (together with recommendations of the DPC and SPC) to the Provost or SHP Vice President (with a copy to the candidate).	N/A	N/A	November 15	April 1
The recommendation (confirmation of reappointment for 1 <sup>st</sup> year faculty) of the Provost or SHP VP goes to the President (with a copy to the candidate).	May 31	December 22	December 1	May 1
Date by which the faculty member must receive notice if he or she is not to be reappointed.	June 15	December 31	December 15	August 31
<b>What happens if the faculty member does not get reappointed</b>	<b>Member is terminated effective August 31</b>	<b>Member may be given appointment only for the remainder of the academic year.</b>	<b>Member serves only for the remainder of the academic year.</b>	<b>Member receives a one-year terminal appointment (for the following academic year).</b>