

## The Tenure Process & Pre-Tenure Reviews in Arts & Sciences

The Arts and Sciences has a comprehensive review system for its full-time, non-tenured faculty in the professorial ranks. Reviews for renewal of appointments are conducted in the first, third, fifth and seventh counted years of service. The types of reviews conducted by the Arts and Sciences are as follows. For simplicity, the year refers to the counted year of service.

**1st year. Confirming review.** The first year of service at Columbia is probationary and a decision is made as to whether or not to extend the statutory initial appointment. Those who successfully complete the probationary period are typically renewed through the fourth year. Where performance has been inadequate, the review may result in notification of a terminal first year and no later than *March 1* of the *first year* of service.

**3rd year. Developmental review.** This review is designed to guide you in your development as scholars and teachers and may result in a departmental recommendation to the Vice President to extend through the sixth year. Where performance has been undistinguished, the review may result in a terminal fourth year.

**5th year. Critical review.** This review evaluates achievement and what further achievement seems likely by the time of the tenure review. Further renewal and promotion to non-tenured associate professor are offered only to those for whom there is the demonstrable likelihood of scholarly achievement necessary for tenure at Columbia or an institution with a department of comparable stature. This review may result in a departmental recommendation to the Vice President to extend through the up-or-out date. Where performance has been undistinguished, the review may result in termination at the end of the sixth year, unless there are extraordinarily compelling reasons to extend through a terminal seventh-year. In no case can an assistant professor remain at Columbia in that rank beyond the seventh year.

**The Department's Role.** Reviews are as thorough and searching as possible. Those of you scheduled for review are invited by your department chair to submit a curriculum vitae and a statement of teaching and research, along with other evidence of your professional accomplishments. Your department supplements these materials with other readily available evidence relating to your record of teaching, scholarship, and university service. After reviewing your work, the department decides whether to recommend reappointment for an additional term of service. This decision is based on three considerations: (1) your effectiveness as a teacher of undergraduate and graduate students; (2) your accomplishments and potential as a scholar, scientist, or artist; (3) your service to the department and the University.

**The Faculty Development Committee's Role.** Recommendations for promotion to associate professor without tenure are reviewed by the Faculty Development Committee. The Committee consists of six tenured full professors appointed by the Executive Committee of the Faculty of Arts and Sciences. The Faculty Development Committee is not a University ad hoc committee, and cannot replicate or preempt an ad hoc committee's functions in any case brought before it. The committee will not read a candidate's publications or interview witnesses, and will not solicit evaluations from outside the University. The responsibility will rest with the department or school to present a convincing case to the Faculty Development Committee on the content and merit of the candidate's work, on the effectiveness of the candidate's teaching, and on the value of the candidate's departmental and university service. After completing its review, the Faculty Development Committee makes a recommendation to the Vice President for Arts and Sciences.

**7th year. Tenure review.** This review evaluates whether or not a candidate is or has the potential of becoming a leading figure in a field that is intellectually vital and important to the University. Preparations for the tenure review begin in the candidate's 6<sup>th</sup> counted year of accrued service when the department solicits the candidate's dossier and decides by April 1<sup>st</sup> whether or not to proceed with the review. If the department decides to proceed with the review, it asks the Vice President of the Arts and Sciences to solicit referee letters during the summer and, on the basis of a searching review, votes in the fall whether or not to recommend the candidate for tenure. Appointments of candidates not promoted to tenure are normally not end on June 30 of the eighth counted year of service. Recommendations for promotion to tenure are first reviewed by the Vice President of Arts and Sciences and, if forwarded to the Provost, are then reviewed by a five member *ad hoc* committee.

**Sample Review and Reappointment Schedule for  
Full-time, Non-tenured Officers of Instruction**

<b>Year of Appointment</b>	<b>Year in Service</b>	<b>Type of Review</b>	<b>Year through Which Appointment May Be Extended and Possible Outcome</b>
2010-11	1	Confirming	Extension through 4th year <u>OR</u> Notified that will not be renewed
2011-12	2	---	
2012-13	3	Developmental	Extension through 6th year <u>OR</u> Decision not to renew and to discontinue at the end of the 4 <sup>th</sup> year.
2013-14	3*	---	JFDL and/or Chamberlain
2014-15	4	---	
2015-16	5	Critical	Promotion to AP (NT) and extension through up-or-out date <u>OR</u> Decision not to promote and to discontinue at the end of the 6 <sup>th</sup> year
2016-17	6	---	Department solicits the candidate's materials and decides by April 1 <sup>st</sup> whether or not to proceed with the review
2017-18	7	Tenure review	Award of tenure <u>OR</u> Decision not to nominate for tenure at any point in process and discontinue at the up or out date.
2018-19	8	---	First year in a tenured appointment or final year at Columbia

3\* A year may be discounted because of JFDL/Chamberlain or other leave(s), or may be counted if service as an Instructor (pre-Ph.D.) or Lecturer has occurred.

- Up-or-out date is extended when time is discounted because of JFDL/Chamberlain or other leave(s), or may be extended for service as an Instructor (pre-Ph.D.) or Lecturer.
- Up-or-out date is extended when time is discounted because of JFDL/Chamberlain or other leave(s), or may be extended for service as an Instructor (pre-Ph.D.) or Lecturer.