

Procedure for Requesting Early Tenure Review Consideration

According to the *CUNY Manual of General Policy* (§5.01, sec. 6), early tenure for those in professorial titles, that is prior to the seventh annual reappointment, may be granted only in exceptional cases – including cases when:

- a. Appointment to the faculty at the University requires the continuation of tenure previously awarded by another institution of higher learning,
- b. A prestigious fellowship valuable to the college concerned interrupts continuous service during the probationary period,
- c. Some extraordinary reason indicates that the college would be well served by the early grant of tenure.

To assure that cases reviewed for early tenure are in compliance with the University's regulations, the following procedure must be followed for a candidate to be considered for tenure that is effective prior to completing the full seven-year probationary period:

1. The Department Appointments Committee approves such early consideration.
2. The Department Chair writes a letter (a) confirming the Appointments Committee approval and (b) requesting and justifying such early consideration in terms of one or more of the three conditions outlined above and delineated in the CUNY Manual of General Policy.
3. The chair's letter and the candidate's most recent CV are then submitted to the Provost's Office for Faculty and Administration (POFA@brooklyn.cuny.edu) no later than mid-December, in advance of the start of the spring semester in which the tenure review process begins.
4. The Provost's Office for Faculty and Administration forwards copies of the letter and CV to the Provost for review and consideration.
5. If approved, the Provost sends a letter to that effect to the Department Chair¹, copying the Associate Dean for Faculty and Administration and other concerned parties.

¹ As noted in the [CAP Guidelines](#) (§III.B), if permission for early tenure consideration is granted, the Provost may also authorize the candidate to submit additional records of their achievements representing not more than four (4) years prior to the appointment at Brooklyn College in order to equal the regular pre-tenure probationary period. This should be explicitly noted in the Provost's approval letter.

6. The Department Chair's letter requesting early tenure consideration and the Provost's written approval are placed in the candidate's personal personnel file confirming their eligibility for early tenure review.

Should the Provost not approve the request for early tenure consideration, they send a letter indicating that to the Department Chair. To minimize prejudicing future tenure review, the Department Chair should then dispose of their original request letter and the Provost's letter (i.e., neither is placed in the candidate's personnel file). The chair is responsible for informing the candidate of the decision.

To maintain a record of these transactions, the Provost's Office for Faculty and Administration will keep a file on all requests for early tenure consideration, whether approved or denied.

As a matter of course, the faculty member will be considered for annual reappointment without tenure regardless of the outcome of the early tenure consideration request. For those candidates approved for early tenure considerations, they will be reviewed for annual reappointment and reappointment with tenure concurrently.

Note: The above procedure is not required for candidates who were already given permission by the Provost for early tenure consideration as part of the terms included in their original offer letter.

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