

From: Office of the Provost <provost@pace.edu>
Subject: **Fall 2011 Guidelines for Adjunct Promotions- Timetable and Procedures**
Date: October 7, 2011 1:17:51 PM EDT
To: Adjunct Faculty NoLaw <adjunctfaculty nolaw@pace.edu>
Cc: "Solenday, Robert" <rsolenday@pace.edu>, "Humphrey, Ms. Maryellen" <mhumphrey@pace.edu>, "O'Gara-Schwartz, Ms. Fran" <fogaraschwartz@pace.edu>, "Cignarale, Stacie" <scignarale@pace.edu>, "Fishman, Mrs. Anna E." <afishman@pace.edu>, "Franco, Ms. Carmenchu Aurora" <cfranco@pace.edu>
▶ 1 Attachment, 26.2 KB

Dear Adjuncts:

Below, please find the Fall 2011 Guidelines for Adjunct Promotions. NOTE - The information provided below and attached is for eligible individuals only. Please refer to the Faculty Handbook and Adjunct Guidebook to determine your eligibility. Should you have further questions, please contact your school or college directly.

Sincerely,
Harriet

Harriet R. Feldman, PhD, RN, FAAN
Interim Provost and Executive Vice President for Academic Affairs
Pace University
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New York, NY 10038
212-346-1956

Adjunct Faculty are recommended for promotion by their respective colleges, not by the CDFPT. Materials, however, are due on the same annual timeline as Full-Time Faculty.

<p>The materials required for consideration are items 1 and 2 below, and must be submitted to their respective Deans' Offices and/or TAP Committees by October 31 c/o the Faculty Load Representative. The Faculty Load Representative will forward for submission to the Dean. Adjunct Faculty may also provide letters of recommendation to their Deans as part of this process. Promotions will not be effective until the following academic year (2012/2013).</p>

SCHOOL/COLLEGE	(INTERIM) DEAN	FACULTY LOAD REPRESENTATIVE (FLR)	FLR'S EMAIL
Dyson College of Arts and Sciences	Nira Herrmann	MaryEllen Humphrey	mhumphrey@pace.edu
College of Health Professions	Geraldine Colombraro	Stacie Cignarale	scignarale@pace.edu
Lubin School of Business	Neil Braun	Carmen Franco	cfranco@pace.edu
School of Education	Andrea Spencer	Anna Fishman	afishman@pace.edu
Seidenberg School of Computer Science and Information Systems	Constance Knapp	Fran O'Gara-Schwartz	fogaraschwartz@pace.edu
KEY DATES		ACTION	
October 31st		REQUIRED MATERIAL TO BE SUBMITTED BY ADJUNCT: <ol style="list-style-type: none"> Fact Sheet (see attached) – Must be completed by the candidate summarizing his/her educational background, teaching experience and relevant professional activities. 2-3 Evaluation of Promotion Recommendation Form(s) (see attached) – To be completed by (1) the Department; (2) self nominee; (3) where applicable the School/College TAP committee; and the Chairperson of the Department. The recommendations can be submitted as formal reports should the authors prefer. At least two recommendations/evaluation forms must be submitted on each candidate AND one must be from the Department Chair. The remaining must be from either: (1) member(s) of the full-time tenure faculty or (2) external recommendations. 	
		ADDITIONAL MATERIAL TO BE SUBMITTED BY ADJUNCT: <p>Prior to submitting your packets, please confirm with your school. Some schools also require the following information:</p> <ol style="list-style-type: none"> Adjunct Promotion Guidelines (Dyson Only) (see attached) 	

	<ol style="list-style-type: none"> 2. <u>Letter of Intent</u> indicating that you are applying for a promotion. 3. Current Résumé/Vitae
May 14th through May 18th	Candidates are notified of Dean's decision.



[Attachments...ocx \(26.2 KB\)](#)