NEW INSTRUCTIONS FOR REQUESTING FACULTY DEGREE EQUIVALENCIES, WAIVERS, AND IMMEDIATE TENURE OF NEW FULL PROFESSORS

Since there have been some changes to procedures and to the Bylaws in recent months, the Office of Academic Affairs is circulating the following instructions and forms to help colleges efficiently navigate the process of requesting faculty degree equivalencies and waivers.

The Bylaws of the Board of Trustees specify the credentials required for faculty appointments. In some cases colleges may request that the Bylaw requirements be waived. This requires an action of the Board, and thus the request must be sent to the Central Office. Colleges may also request that a credential not specified in the Bylaws be declared equivalent to the credentials there specified. In most cases equivalencies are now administered at the college level according to the specifications detailed below.

Equivalencies: On November 23, 2009, the CUNY Board of Trustees approved a Bylaw amendment to Section 11.8 on equivalencies. This section set forth credentials that are considered, for the purpose of appointment to the professorial titles, to be equivalent to the required Ph.D. The Bylaw was amended because the original section on equivalencies was outdated, in that there are new terminal degrees in some fields as well as professional doctorates which may be equivalent to the Ph.D. degree. Colleges may now consult a list of credentials established by the office of the Executive Vice Chancellor and University Provost. Equivalency requests should be submitted to the Central Office only when the candidate’s credentials are not on the equivalency list. This list will be updated regularly and distributed to the Chief Academic Officer of each college.

- If your college needs to send an equivalency request to the Central Office, please either fill out Form OAA.2010.1 (attached; it can also be found at http://www.cuny.edu/academics/programs/resources.html.) Attach legible copies of proof of all relevant degrees, certifications and any other relevant credential.

- Equivalencies, once granted, are transferrable from college to college and do not need to be renewed upon subsequent personnel actions (for example, promotion).

Waivers: The Bylaws specify requirements for appointment, reappointment and promotion of faculty. In situations where the best interests of the college are served by actions outside of Bylaw specifications, colleges may submit requests for Bylaw Waivers to the Central Office.

- Waivers of the Bylaws are generally requested for one of the following five reasons.

1. For faculty who do not have either the credentials set forth in the Bylaws or their equivalency. For example, the appointment to a professorial position of someone who does not hold a Ph.D. or its equivalent.
2. For newly appointed faculty who are not currently tenured but whom the college would like to appoint with tenure. A waiver of the minimum of one year of service requirement is necessary.

3. Appointment of a faculty member at the Assistant Professor level who has previously been granted tenure by another post-secondary level institution and is being granted tenure upon appointment. Since only appointments to associate or full professor level are considered under 6.2.c., appointments to other professorial ranks require a waiver of the minimum of one year of service requirement as per 6.2.d.

4. For a fifth consecutive appointment (with good reason) for an instructor working toward a Ph.D.

5. Although this is not a waiver, we also ask that you submit Waiver Requests for early tenure, concurrent with section 6.2.d which covers the reappointment with early tenure for faculty who have held a CUNY appointment after not less than one or more than five years of continuous satisfactory service.

- There may be other instances when it is appropriate for a college to request a faculty waiver. If you have questions, call Ken Norz.

- Templates for waiver requests are attached. They are also available on the CUNY Website under The Office of Program Review, Articulation and Transfer at http://www.cuny.edu/academics/programs/resources.html under “Forms.”

**Immediate Tenure of New Associate or Full Professors:** Bylaw 6.2.C states “A distinguished person of proven record appointed to the title of associate professor or the title of professor, who had tenure in another accredited institution of higher learning, may be appointed with immediate tenure by the board in its discretion.” In order to request application of this bylaw, the college must fill out OAA.2010.4, “Request for Immediate Tenure in the Appointment of a New Associate or Full Professor.” The template for this form can be found under the Office of Program Review, Articulation and Transfer on the CUNY website under “Forms” at http://www.cuny.edu/academics/programs/resources.html and is also attached.

In preparing Waiver and Immediate Tenure requests please follow these instructions:

- *Never include social security numbers.*

- Please be mindful of the pertinent deadlines circulated by the Office of the Secretary of the Board of Trustees. Waiver Immediate Tenure requests need to be received by the Office of Academic Affairs by the specified date in order to be considered for placement on the agenda for the next upcoming meeting of the Board of Trustees Committee on Faculty, Staff and Administration (FSA). Late items or those that require additional documentation or review by the deadline will be postponed until the following meeting.
If your Waiver or Immediate Tenure request is recommended for approval by the Executive Vice Chancellor and University Provost, you will receive a call or e-mail from the Central Office. All matters regarding an initial appointment should already have been entered into CUNYfirst and may remain there if they have been approved at FSA. If an item is declined at FSA it should be removed from CUNYfirst immediately. If an item arrives at the Office of Academic Affairs too late for review, the appointment type may need to be adjusted in CUNYfirst. Matters regarding existing CUNY faculty will also be placed onto the FSA agenda if recommended by the Executive Vice Chancellor and University Provost. If an item of this nature is approved at FSA, it should be entered into CUNYfirst and placed on the Chancellor's Report. Again, it is the college’s responsibility to enter the appointments into the Chancellor’s report and to ensure that all approvals have been met. After the waiver is approved by the Board of Trustees, your President and Provost will receive official notification that the waiver has been granted. It is your responsibility to circulate a copy of the official notification to any other appropriate parties on your campus.

Please keep us current as to the correct contact information for the person who is your college’s liaison with this office.

When possible, email electronic versions of requests and supporting materials for both equivalencies and waivers. If sending hard copies, please send two copies of a waiver request either through inter-office or US mail or via fax.

All correspondence or questions should be addressed to:

Kenneth Norz  
University Academic Affairs Manager  
The City University of New York  
535 East 80th Street, 6th floor  
New York, NY 10075  
Phone - 212-794-5391  
Fax - 212-794-5706  
Kenneth.norz@mail.cuny.edu
REQUEST FOR DEGREE EQUIVALENCY

(Please check the most recent list of approved equivalencies prior to completing this form to avoid unnecessary requests.)

Faculty Candidate’s Name_________________________________________

College_________________________________________________________

Department/School_______________________________________________

Level of Appointment_____________________________________________

Degree Held_____________________________________________________

Originating Country (if foreign)____________________________________

Equivalency Requested___________________________________________

Please attach copies of proof of all relevant degrees, certifications and any other relevant credentials.

___________________________________
Provost’s Signature

___________________________________
Provost’s Name (printed)
Request for Faculty Personnel Action with a Bylaw Waiver

Date_____________________________________________________

College or Unit___________________________________________

Name of Candidate__________________________________________

Department_________________________________________________

Appointment Title___________________________________________

Full-Time Tenured _______ Full-Time Tenure Track _______
Visiting ______ Substitute ______ Adjunct _______

Date of Initial Appointment ____________________________________________

Summary of Action_______________________________________________

By-law to be waived/applied_____________________________________

Waiver requested for (please check one):
Appointment__________ Promotion__________ Re-appointment with Tenure__________

Date of Departmental P&B________________________________________

Date of College-wide P&B________________________________________

Waiver effective as of (starting date) _________________________________

I hereby certify that this request for a waiver of the Bylaws is for the good of the institution.

__________________________________________
(President’s/Provost’s signature)

__________________________________________
(President’s/Provost’s name, typed or printed)
WAIVER JUSTIFICATION

Name:                                                                              Unit/College:

Department

Please summarize your justification for requesting a waiver. Give examples of the candidate’s publications, quality of teaching, honors, service and other achievements. You are encouraged to use only the space provided on this template but may add a second page if needed, particularly in the case of a justification for early tenure.

Attach the Request Form; candidate’s CV; outcome of all P & B meetings; candidates personal statement; summary of student course evaluation; peer reviews; a list of referees, with those selected by the department marked with an asterisk; letters from outside referees, and other relevant information. Please send in a format compatible with Word for Windows 2003. Email these materials to Kenneth.Norz@mail.cuny.edu.
Request for Immediate Tenure in the Appointment of a New Associate or Full Professor (Application of Bylaw §6.2.C)

Date

College or Unit

Name of Candidate

Department

Date of Initial Appointment

Institution at Which Candidate is Currently Tenured

Date of Departmental P&B

Date of College-wide P&B

Justification:

____________________________________________________________________________________

(President’s/Provost’s signature)

____________________________________________________________________________________

(President’s/Provost’s name, typed or printed)