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.

 Xuân Vũ (President’s/Provost’s signature)

(Xuân Vũ/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; candidate’s personal statement; summary of student course evaluations; peer reviews; if part of your normal tenure review process, a list of outside referees, with those selected by the department marked with an asterisk and letters from outside referees; and any other relevant information. Please send in a format compatible with Word for Windows 2003. Email these materials to Kenneth.Norz@mail.cuny.edu.