

P&T 2025

Update to University Senate

3 March 2025

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Update on P&T

March 2025

1. Successes from last year
2. Expedited Tenure process and content change
3. Additional resources for candidates, chairs, and ATCs on teaching and service

24 / 25 Successes

September celebration, 2024


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AWARDS AND HONORS FACULTY/STAFF ON CAMPUS UNIVERSITY

SBU Hosts Celebration of Promoted and Tenured Faculty

October 31, 2024 3 min read



Tenured and clinical faculty who have recently been promoted were honored by Stony Brook University at a special celebration. Photos by Isabel Epstein.

Stony Brook University recently held a Promotion and Tenure Celebration that honored all tenured and clinical faculty promoted from July 1, 2023 to August 31, 2024.

Held September 30 at the Charles B. Wang Center, this newly created event invited those faculty, as well as deans and department chairs, to provide university-wide recognition to those who have helped Stony Brook become an internationally recognized research

**Coming soon: Save the date for
September celebration, 2025**

Timeliness, associate to full

- 50% of files for promotion to full were submitted on or before January 15th
- This year's extension:
 - ◆ We will accept files for promotion until March 15th this year
 - ◆ Files that come in between March 15th and April 1st will be evaluated as time allows for a possible Sept. 2025 promotion date.
 - ◆ Files that come in after April 1 will be evaluated for a September 2026 promotion date.

Timeliness, assistant to associate

- Files for assistant to associate with tenure are due to the Provost's Office by **April 1**.
- This deadline reflects our desire to fairly evaluate each case and get them to the President and the Chancellor for their review and our desire to communicate the Provost's decision prior to the end of May.

2025 Improvements

Expedited tenure

- Expedited tenure is granted for senior hires, at the associate level or above, and academic leaders—deans, provosts, vice presidents.
- It is necessary for recruitment and is agreed to prior to hiring.
- It signifies that the candidate has already accomplished what is necessary for tenure and promotion here on campus.

- It is not for faculty already on campus.
- It is not an opportunity to evaluate the candidates once they have arrived.
- It is not the same as going up for tenure early/credit for prior service.

Expedited tenure

1. Confirmation re: tenure home a part of hiring process
2. Expansion of possible letter writers
3. Deadlines checklist
4. Streamlined/condensed Interfolio template

Resources and Support

Home > Faculty > Tenure and Promotion

[Edit Main Content](#)

Promotion and Tenure Processes

Supporting Faculty in Advancing their Careers

The Promotion and Tenure (P&T) process is central to a university achieving and embodying excellence and rigor, and must be approached in a manner that is intentional, clear, consistent, and equitable.

Each discipline has its own qualifications for excellence. The role of the Provost's Office is to ensure we have unified guidelines about how candidates are assessed at the University level. Both of these levels are subject to the [Policies of the SUNY Board of Trustees](#), specifically Art. XII, Title A, paragraph 4 and Title B, paragraph 2, which indicates the elements which should be weighed in evaluation of candidates for promotion and/or continuing appointment.

Dive into your Process

[PROMOTION TO ASSOCIATE PROFESSOR: PROCESS OVERVIEW >](#)

JUMP TO WHAT YOU NEED

[TIMELINES >](#)

[MIDPOINT REVIEW >](#)

[EXTERNAL EVALUATORS >](#)

[TEACHING EVALUATION LETTERS >](#)

[INTERNAL CAMPUS LETTERS >](#)

[Reconsideration](#)

[PROMOTION TO FULL PROFESSOR: PROCESS OVERVIEW >](#)

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[RECONSIDERATION >](#)

Support documentation: teaching

*Resources, not obligations or checklists

- Teaching excellence is an important element of faculty lives and work and a particularly important element of a tenure and promotion case. We strongly suggest that a discussion of teaching is part of the Midpoint Review and other important conversations between chairs and their faculty. To provide suggestions for building and demonstrating a strong teaching record, we have created the following document:
 - ◆ [“10 Signs that you are a good teacher”](#)
- Excellent faculty should have strong letters from students and mentees; students willing and able to support their excellent faculty by writing a letter of support should have guidance on how to do so. Chairs and ATCs should have a resource that will support the students in supporting the department.
 - ◆ [“Guidelines & Tips for students on writing a letter of support”](#)

Support documentation: service

*Resources, not obligations or checklists

- Higher education survives and thrives because of the work faculty do in its service. To help faculty think about planning, documenting, and improving the work they do in serving their department, university, and discipline, we created the following document:
 - ◆ [Demonstrating a strong service record](#)

Questions?

Details re: Expedited Tenure

Expedited tenure: proposed process change

1. During the search for an administrative leader (Dean or above), the hiring manager should ask leadership of the potential home department of the candidate whether the department views the candidate as likely to receive tenure and promotion within that department. An email attestation of a discussion/preliminary vote is sent to the hiring manager and included in the candidate's expedited tenure Interfolio file.
2. Prior to making an offer to a senior hire with "expedited tenure," senior members of the department should hold a preliminary vote on the candidate's likely tenure and promotion, should they accept the offer. To prepare for this discussion, chairs may solicit additional information from the candidate, such as teaching evaluations or letters of recommendation, but must not contact the candidate's home department. The results of this preliminary vote should be documented and saved for the candidate's expedited tenure Interfolio file.
3. If the candidate does not have permanent residency status, department should alert dean's office and use the "pending permanent residency" template.

Expedited tenure: proposed process change

3. Upon receipt of the signed acknowledgement letter, ATC initiates file in Interfolio.
4. Chair or search committee chair alerts department, PTC, and Dean of likely timing of vote and submission.
5. The Department, College/School Committee (i.e., PTC or PPC), and Dean should take no more than 3 weeks (at each step) to review and forward the case once it is submitted to them.
6. If the submission to the promotion and tenure committee occurs outside of the committee's normal work season, committee should charge a smaller sub-committee for expedited cases.

Expedited tenure: proposed content change

1. 5 “arm’s length”* letters from peer or better institutions are required, however:
 - a. Chair requests names of external evaluators from the supervisor or chair of the candidate’s most recent department to constitute the department’s list; candidate’s list can be constituted by previous evaluators;
 - b. If the names are not available or insufficient, department will create a new list of potential evaluators;
 - c. The external evaluator solicitation template for expedited cases should include the following: “As this is an expedited tenure case, please feel free to write a brief letter. We will not take brevity as an indication of your assessment either positively or negatively.”
2. New expedited tenure Interfolio template with fewer required areas.

*Arm’s length means the letter writer is sufficiently distanced from the candidate that their evaluation is not, nor is perceived to be, biased by the nature of the relationship.

Expedited tenure: Interfolio template changes

1. Candidate documents
 - a. CV
 - b. Grants, **optional** (if your CV includes this information, no need to duplicate)
 - c. Honors and Awards, **optional** (if your CV includes this information, no need to duplicate)
 - d. Teaching statement (**can be brief**)
 - e. List of Courses
 - f. Research statement (**can be brief**)
 - g. List of referees
 - ~~h. Graduate Dissertations, Master's Thesis, or Honors Projects, optional~~
 - ~~i. Recent Department Service, up to 1 optional~~
 - ~~j. Recent University Service, up to 1 optional~~
 - ~~k. Professional Service, up to 1 optional~~
 - l. Course materials (**optional**)

Expedited tenure: Interfolio template changes

Forms

- ~~Promotion and Tenure—Personal Information~~

Expedited tenure: Interfolio template changes

2. Documents required
 - a. List of publications
 - b. Sample of publications
 - c. Unpublished presentations (optional)

Expedited tenure: Interfolio and case changes

3. Dept Admin - Confidential
 - a. Executive committee pre-hire vote documentation–new
 - b. Sign off sheet indicating faculty have reviewed the file
 - c. Key(s) identifying confidential sources quoted in Chair's letter(s)
 - d. Faculty Vote
 - e. List of external referees
 - f. Solicited and signed letters addressing candidate's teaching, optional
 - g. Letters from University Community, optional
 - h. Departmental committee letter(s) or reports, optional
 - i. Additional material received after the discussion and vote, optional

Expedited tenure: Interfolio and case changes

3. Dept Admin- General Evaluative Documents

- a. Announcement of Candidacy, optional
- b. Chair's letter summarizing evaluations/recommendations, can be brief
- ~~e. Optional coded Chair's supervisory letter~~
- d. Faculty sign-off sheet for having read Chair's letter
- e. Purged copy of letter sent to referees
- ~~f. List of all classes taught~~
- g. Teaching Evaluations, as available and appropriate
- ~~h. Peer Observation 1 (optional)~~
- ~~i. Peer Observation 2 (optional)~~
- ~~j. Course Materials~~
- k. Solicited Letter (candidate has permission to view)
 - l. Promotion and Tenure Guidelines, optional
- ~~m. Checklists (new)~~
- ~~n. Guidelines (new)~~