The Graduate School and University Center  
The City University of New York

ACADEMIC REVIEW COMMITTEE

MEMBERSHIP & RESPONSIBILITIES

The Academic Review Committee consists of the Provost as chair and six members elected for two-year terms by the Executive Officers from among their ranks. The terms are staggered, and usually half of the total members are elected each year. The Assistant Vice President for Human Resources is an ex officio non-voting member. The Provost votes only to break a tie. The Committee reviews all proposals for faculty (teaching and librarian) appointments (including Distinguished Professor nominations), reappointments, non-reappointments, promotions, tenure, and leaves of absence, and makes recommendations to the President.

PROCEDURES & GUIDELINES

Committee meetings are held approximately 4 times each semester; at least once in advance of both the December 1 and May 1 PSC/CUNY-CUNY contractual deadlines for notification of appointment/non-reappointment; other times, as business requires.

All committee proceedings are confidential. Voting is by secret ballot that may be waived by agreement of the committee. Supporting materials are returned to the Provost’s Office after each meeting.

An ARC member may not be present for discussion of personnel actions from that committee member’s own program and must abstain from voting on such actions.

When the Academic Review Committee believes that additional information is necessary for a personnel action decision, the appropriate Executive Officer, including those serving on the committee, may be invited to make a presentation or respond to questions.

An Executive Officer or any other member of a program's doctoral faculty may send a separate statement to the ARC regarding a program's recommended personnel action for a faculty member. Such a statement must be part of that person's ARC dossier and available to all members of the program's Executive Committee.

ACADEMIC REVIEW COMMITTEE DECISIONS

The Provost will notify the appropriate Executive Officer or Chief Librarian of the Academic Review Committee’s decision. The Executive Officer or Chief Librarian will notify the individual of this decision. The Executive Officer must inform the individual of a negative ARC decision in writing; the individual may appeal a negative ARC decision by writing to the President within 10 calendar days of notification.

Positive ARC decisions on faculty personnel actions are forwarded to the President.
PRESIDENTIAL REVIEW

The President will review the recommendation of the Academic Review Committee. At CUNY, it is recognized that the President has an independent duty to recommend to the Board for appointment, reappointment, tenure, or promotion only those persons he/she is reasonably certain will contribute to the improvement of academic excellence at the college and to consider institutional factors (PSC-CUNY Agreement, Article 9.10).

If the President approves a positive recommendation from the ARC, the action is forwarded for consideration by the CUNY Board of Trustees.

If the President does not approve a recommendation from the ARC for reappointment or promotion, the individual shall be notified of the ARC’s favorable recommendation and of the President’s decision (PSC-CUNY Agreement Article 9.9). The notice shall not state the reasons for the President’s action. Within 10 calendar days the individual may submit a signed request for a statement of the reasons for the President’s action, and within 10 calendar days the President must furnish a written statement of the reasons to the individual.

Office of the Provost
September 2003