**Normal Promotion and Tenure Timeline at Columbia Business School**

* The University’s [Faculty Handbook](http://www.columbia.edu/cu/vpaa/handbook/index.html) outlines limits on non-tenured service and the policies about how leaves impact tenure clocks.
* Initial appointment as an instructor, as well as qualified leaves, can extend your clock.
* If you have questions about your tenure clock, you should consult the office of the Senior Vice Dean of Faculty Affairs.
* As discussed at the Junior Faculty Lunch meeting in April 2020, the Provost’s Office has granted an optional one-year Covid-19 extension for all members of the tenure-track faculty.
* For current junior faculty, this means that each of these steps may now occur in the following year if you elect to take the Covid 19 extension.

**Promotion to Untenured Associate**

* At Columbia Business School, faculty members who began working at Columbia immediately after completing their doctorate, are normally considered for promotion to untenured associate professor in their 3rd , 4th or 5th year of counted service.
  + Faculty members who had other roles after completing their doctorate, but join Columbia as assistant professors, have the same 8 year clock, but may be considered for promotion earlier if the division wishes to do so.
  + Faculty members who join Columbia, as associate professors must normally be considered for a promotion to tenure in their 3rd year.[[1]](#footnote-1)
* Consideration for promotion may take place earlier or later at the discretion of the division.
  + See: [Untenured Assistant to Untenured Associate (2020)](https://www8.gsb.columbia.edu/faculty-staff/system/files/CBS%20Promotion%20to%20Untenured%20Associate%20Procedure%20%282-11-2020%20FINAL.2%29.pdf) for a detailed explanation of this process.

**Promotion to Tenured Associate**

* At Columbia Business School, faculty members who started working at Columbia directly after completing their doctorate, and have been promoted to untenured associate, are normally considered by their division for promotion to tenured associate professor in the spring of their 6th year of counted service.
  + See: [Internal Appointments to Tenure (2020)](https://www8.gsb.columbia.edu/faculty-staff/system/files/CBS%20Tenure%20Procedure%20for%20Internal%20Cases%20%282-11-2020%20FINAL%29.pdf) for a detailed explanation of this process.
* In order to ensure that the candidate has time to prepare, in the fall of the sixth year on the tenure clock, the Senior Vice Dean of Faculty Affairs or a designee from the dean’s office will meet with tenure candidates to outline the tenure review process, deliverables, and normal timeline as copied below.
* Formally, it is up to the candidate to decide whether they wish to go forward with a tenure review. Assuming you wish to put your case forward for review, you will be asked to submit the following documents for review at the division, school, external, and university levels.
* A CV (prepared to include all information specified in the University process)
* 3-5 of your most important papers. Most candidates submit 5, and if you wish to submit fewer, we should discuss the rationale for doing so. Unpublished working papers may be included if appropriate.
* A personal statement (prepared as specified in the University process)

**DEADLINES**

* The deadline for a complete first draft of the personal statement to be submitted to the division will be **January of the 6th year**. The division will provide feedback and suggestions for revision shortly thereafter.
* The deadline for a “semi-final” draft of the personal statement, a CV, and 5 papers to be submitted to the Division and the Dean’s Office will be **February of the 6th year.** 
  + These are the versions of these documents that the division’s tenured faculty will consider when voting on whether to put your case forward for tenure and to solicit external referee letters.
* The deadline for a final draft of the personal statement to be submitted to the dean’s office is **July of the 7th year.** 
  + This is the version of your personal statement that will be considered by all tenured faculty across the School, including the Promotion and Tenure Committee, by your external letter writers, and by the University’s Tenure Review Advisory Committee (TRAC)

**OVERVIEW of PROCESS**

All tenure deliberations are strictly confidential, but we want the process itself to be fully transparent. The steps of the tenure process are outlined in more detail at the following links: [Internal Appointments to Tenure (2020)](https://www8.gsb.columbia.edu/faculty-staff/system/files/CBS%20Tenure%20Procedure%20for%20Internal%20Cases%20%282-11-2020%20FINAL%29.pdf) and in the [University guidelines](https://provost.columbia.edu/sites/default/files/content/Faculty%20Affairs/Tenure_Guidelines_2020-21.pdf). The basic steps are as follows:

**School Level**

* The division’s tenured faculty review the case and vote on whether to solicit external review letters.
* P & T reviews the case, canvasses the candidate and the division’s tenured faculty, and votes on whether to solicit external review letters.
* The candidate is advised about whether the case is moving forward to a tenured-faculty vote.
  + Note that if there is less than 70% support from the divisional faculty and the P&T committee, the process will normally end, but at the candidate’s request the case will be forwarded to the tenured faculty of the School.
* The School’s tenured faculty review the case and vote on whether to solicit external review letters.
* The dean decides whether to solicit external review letters, taking into account the votes by the division, P&T, and the tenured faculty
* Letters are solicited.
* The division’s tenured faculty review the case and letters and vote on whether to send the case to University’s Tenure Review Advisory Committee (TRAC).
* P & T reviews the case and letters and votes on whether to send the case to TRAC.
* The candidate is advised about whether the case is moving forward to a full-faculty vote.
* Again at this point, if there is less than 70% support from the divisional faculty and the P&T committee, the process will normally end, but at the candidate’s request the case will be forwarded to the tenured faculty of the School regardless of the votes of the division and the P&T Committee. The School’s tenured faculty review the case and letters and votes on whether to send case to TRAC.
* The dean decides whether to send the case to TRAC, taking into account the votes by the division, P&T, and the full faculty, and informs the tenured faculty and the candidate.

**University Level**

* TRAC reviews the case and makes a recommendation to the Provost.
* The Provost reviews the case and makes a recommendation to the President.
* The President reviews the case and makes a recommendation to the Trustees, and informs the Provost who informs the dean who communicates the decision to the candidate.
* The Trustees review the case, and confer tenure.

At any point during the process, the candidate may elect to pull their case.

1. ## http://www.columbia.edu/cu/vpaa/handbook/instruction.html: “Full-time faculty appointments in the grades of assistant professor, instructor, lecturer, associate, and assistant are subject to the limits on nontenured service. Such appointments may also be made in the grades of professor and associate professor, but faculty are not normally appointed with those titles for more than three years without receiving tenure”

   [↑](#footnote-ref-1)