Note: There is the possibility that we may begin transitioning to Interfolio during the fall 2022 semester.

Calendar for Promotion to Full Professor

2023 Candidates in Professorial Series

March 15, 2022	The Office of the Associate Provost for Faculty and Administration notifies Associate Professors of their eligibility to apply for promotion to Full Professor via e-mail.
May 2, 2022 to May 6, 2022	Departments scheduled for triennial elections elect a tenured full professor or tenured associate professor, not the Department Chairperson, to serve on the School Promotion and Tenure Review Committee. Departments not due for triennial elections would elect a replacement committee member if the position has become or is expected to become vacant. The term of service will parallel the triennial department elections. The names of the elected faculty members are forwarded to the Associate Provost for Faculty and Administration no later than May 6, 2022, by the close of the business day.
May 13, 2022	The Associate Provost for Faculty and Administration and the Chairperson of the College-wide P&T Committee will meet with the members of the School Promotion and Tenure Review Committees to charge them with their responsibilities and describe the procedures to be followed.
May 16, 2022	No later than this date, all eligible Associate Professors must notify the College via the WebCentral portal whether they wish to be considered for promotion. **NO LATECOMERS WILL BE ACCEPTED.**
May 19, 2022	By this date, Chairpersons of all departments are sent lists of candidates via e-mail.
May 20, 2022	The Office of the Associate Provost for Faculty and Administration notifies all candidates by e-mail that materials related to promotion are available on the P&T website.
August 29, 2022	By this date, the candidate is required to supply the following to the Chairperson: One (1) copy of the curriculum vitae One (1) copy of the candidate's personal statement One (1) copy of the Supplementary College Form To be used by the chairperson as part of the promotion process. On our return to campus, the chairperson should ensure that copies of these documents are placed in the candidate's physical file as follows:

August 29, 2022	*Place in Personal File:* One (1) copy of the C.V. and one (1) copy of the candidate's personal statement *Place in Administration File:* One (1) copy of all three documents
Continued from page 1	**NOTE:** Although we have adopted an online model for spring 2022 promotion processes, there is some measure of uncertainty for the fall 2022 semester. Candidates should therefore be prepared to supply physical copies of these documents if requested.
August 29, 2022 to October 24, 2022	By the last date of this period, candidates ***must*** upload to the *Required Folder* of the P&T Document Site the following documents: • Curriculum vitae • Supplementary College Form • Personal Statement **NOTE**: After October 24th, revisions to the curriculum vitae and personal statement must be posted to the *Addendum Folder*.
September 14, 2022	The Chairperson, after full consultation with members of the Departmental Appointments Committee, compiles a list of five (5) names (including complete mailing addresses, e-mail addresses, phone and fax numbers) of outside evaluators, distinct from the names submitted by the candidate. It is recommended that Chairpersons confirm availability and willingness to serve of their prospective evaluators before submitting their Chairs' lists. The completed list must then be sent to the Office of the Associate Provost for Faculty and Administration no later than **September 16, 2022**. An additional copy is to be placed in the administration file only. (Can be uploaded to "External Letters Folder when external evaluation letters are uploaded.)
September 19, 2022	By this date, candidates must supply to the Chairperson a dossier of all scholarly publications and/or creative materials completed in *current* rank. Given the still shifting nature of our full return to campus, we ask that candidates also upload their dossier to the P&T Document Site. This will aid chairpersons in making materials available to external evaluators. If physical copies of the dossier are requested by external evaluators, candidates should be prepared to supply them to the Chairperson. On our return to campus, a copy of the dossier is to be placed into the candidate's personal file for review by intra-college review committees and as part of proper file keeping. **NOTE**: Only items published or accepted for publication may be sent to evaluators. Works in progress may not be sent but should be listed on the curriculum vitae and placed in the candidate's personal file.

September 19, 2022
to
January 31, 2023
	The *Optional Folder* of the P&T Document Site is opened for uploading documents relating to the following:
	
	      • Publications
	      • Grants
	      • Awards and Honors
	      • Letters of Commendation
	      • Other Academic/Professional Information
	
	NOTE: With our likely transition to providing all documents online and the possible continued uncertainty on whether we will have a full return to campus during the spring 2023 semester, candidates are required to upload these documents if applicable.
	
	Chairpersons ***must*** upload to the *Department Folder* of the P&T Document Site, the following documents:
	
	      • Observation and Post-Observation Conference Reports (Each Term)
	      • Annual Conference Reports
	      • Student Evaluation of the Faculty Reports
	      • Department and Dean's Third-Year Review Reports (If Available)
	      • Multiple Position Forms
	      • BC Correspondence that are guidance letters and/or previous promotion related letters
	
	NOTE: The Multiple Position From is normally an optional upload. For the current process, they are considered required.
	
	Chairpersons ***may choose*** to upload to the *Department Folder* of the P&T Document Site the following documents:
	
	      • Chairperson's Report
	      • Current Job Description
	      • Other Brooklyn College and Non-BC Correspondence

October 7, 2022	The Chairperson, after selecting two (2) names from the candidate's list and two (2) from his/her own, obtains the consent of the selected evaluators. Once consent is obtained, the Chairperson shall send formal letters of request to the evaluators along with the candidate's materials, including a copy of the curriculum vitae and personal statement. All materials should be mailed by **October 7, 2022**. Copies of the letters to the outside evaluators should be included in the administration file when we return to campus. Departments opting to provide digital materials to external evaluators ***must*** upload all documents to the *External Evaluators Folder* of the [P&T Document Site](#) by this date. **NOTE**: The Chairperson's letters to the outside evaluators should recommend that their responses be submitted by **December 30, 2022**. (It is understood some flexibility may be needed.)
October 24, 2022	Deadline for candidates to upload required documents to P&T Document Site. See above, August, 29.

January 20, 2023	The School Promotion and Tenure Review Committees complete the scheduling of activities for the spring 2022 semester.
January 31, 2023	Candidates' files should be in order (refer to current checklist). Prior to this date, candidates should consult with their chairperson about appropriate materials, such as publications, to be placed in the personal file. This is also the closing date of the uploading period that opened on September 19 (see page 3). Online documents are made available to department committees on **February 1, 2023**.
February 10, 2023	The Department Promotion Committee completes all actions by this date. The committee notifies the candidate in writing of its decision to recommend or not to recommend. A report of the committee's votes should be sent to the Chairperson of the College-wide P&T Committee, care of the Office of the Associate Provost for Faculty and Administration. **NOTE**: If we have resumed normal on-campus work, the candidate's files are transported to the Reading Room, 3227 Boylan Hall, no later than this date.
February 17, 2023	Candidates' files and supporting materials are available in the Reading Room, and School Promotion and Tenure Review Committee members and members of the College-wide P&T Committee should begin to read them. Online files are available on or before this date.
February 17, 2023 to March 10, 2023	After reading the candidates' files, each School Promotion and Tenure Review Committee confers with its respective dean, deliberates and then votes.
March 10, 2023	No later than this date, each School Promotion & Tenure Review Committee submits a brief report of its actions, including a tally of the votes, signed by each member of the committee, to the Chairperson of the College-wide P&T Committee, care of the Office of the Associate Provost for Faculty and Administration. The Committee will then notify each candidate of its decision to recommend or not to recommend.
April 4, 2023	The College-wide P&T interviews the chair of each School Promotion and Tenure Review Committee, votes on all candidates and notifies each candidate of its decision to recommend or not to recommend.
On or before May 1, 2023	The President informs the candidates and Chairpersons of her recommendations.
Fall 2023	Successful promotion takes effect.