

## Calendar for Promotion to Full Professor

### 2019 Candidates in Professorial Series

March 16, 2018	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 7, 2018 to May 11, 2018	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 11, 2018, by the close of the business day.
May 9, 2018	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. <b>NO LATECOMERS WILL BE ACCEPTED.</b>
May 11, 2018	By this date, Chairpersons of all departments are sent lists of candidates via e-mail.
May 14, 2018	The Office of the Associate Provost for Faculty and Administration notifies all candidates by e-mail that the calendar and materials related to promotion are available on the <a href="#">P&amp;T website</a> .
May 18, 2018	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.
August 30, 2018	<p>By this date...</p> <p>Each candidate from the <b>Schools of Humanities and Social Sciences and Natural and Behavioral Sciences</b> is required to supply the following to the Chairperson:</p> <p style="padding-left: 40px;">Twenty-two (22) copies of the curriculum vitae Twenty-two (22) copies of the Supplementary College Form Eighteen (18) copies of the candidate's personal statement</p> <p>Each candidate from the <b>Schools of Business, Education and Visual, Media and Performing Arts</b> is required to supply the following to the Chairperson:</p> <p style="padding-left: 40px;">Fifteen (15) copies of the curriculum vitae Fifteen (15) copies of Supplementary College Form Eleven (11) copies of candidate's personal statement</p>

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<p>August 30, 2018</p> <p><i>Continued from page 1</i></p>	<p><i>For Chairperson's Records:</i> One (1) copy of all three documents</p> <p><i>Place in Personal File:</i> One (1) copy of the C.V. and one (1) copy of the candidate's personal statement</p> <p><i>Place in Administration File:</i> One (1) copy of all three documents</p> <p><i>Set aside for Outside Evaluators' Packages:</i> Four (4) copies of the C.V. and four (4) copies of the candidate's personal statement</p> <p><i>Set aside for submission, no later than September 18 (see below), to the Office of the Associate Provost for Faculty and Administration:</i> All remaining copies of the curriculum vitae, personal statement and Supplementary Form.</p>
<p>September 5, 2018 to October 26, 2018</p>	<p>By the last date of this period, candidates <b>must</b> upload to the <i>Required Folder</i> of the <a href="#">P&amp;T Document Site</a> the following documents:</p> <ul style="list-style-type: none"> <li>• Curriculum vitae</li> <li>• Supplementary College Form</li> <li>• Personal Statement</li> </ul> <p><b>NOTE:</b> After October 26<sup>th</sup>, revisions to the curriculum vitae and personal statement must be posted to the <i>Addendum Folder</i>.</p>
<p>September 14, 2018</p>	<p>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.</p> <p>The completed list must then be sent to the Office of the Associate Provost for Faculty and Administration no later than <b>September 18, 2018</b>. An additional copy is to be placed in the administration file only.</p>
<p>September 18, 2018</p>	<p>The remaining copies of the curriculum vitae, personal statement and Supplementary College Form, submitted by the candidate on August 29 (see above), are sent to the Office of the Associate Provost for Faculty and Administration as a separate unit. These materials are made available to the members of the School Promotion and Tenure Review Committee.</p> <p>By this date, the Chairperson's list of external evaluators is to be submitted to the Office of the Associate Provost for Faculty and Administration.</p>

<p>September 20, 2018</p>	<p>By this date, candidates whose materials will be mailed to external evaluators must supply to the Chairperson, five (5) packages of all scholarly publications and/or creative materials completed in <i>current</i> rank.</p> <p>Four (4) sets are for mailing to evaluators; the fifth set is to be placed in the candidate's personal file for review by intra-college review committees.</p> <hr/> <p>By this date candidates whose materials will be provided digitally to external evaluators must supply to the chairperson an electronic version of all scholarly publications and/or creative materials completed in <i>current</i> rank. One (1) set of these materials is to be placed in the candidate's personal file for review by the intra-college review committees.</p> <p><b>NOTE:</b> 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 may be placed in the candidate's personal file.</p>
<p>October 5, 2018</p>	<p>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 <b>October 5, 2018</b>. Copies of the letters to the outside evaluators should be included in the administration file.</p> <p>Departments opting to provide digital materials to external evaluators <i>must</i> upload all documents to the <i>External Evaluators Folder</i> of the <a href="#">P&amp;T Document Site</a> by this date.</p> <p><b>NOTE:</b> The Chairperson's letters to the outside evaluators must recommend that their responses be submitted by <b>December 28, 2018</b>.</p>
<p>October 26, 2018</p>	<p>Deadline for candidates to upload required documents to P&amp;T Document Site. See above, September 5.</p>
<p>October 27, 2018 to January 30, 2019</p> <p><i>Continued on page 4</i></p>	<p>Candidates <i>may choose</i> to upload to the <i>Optional Folder</i> of the P&amp;T Document Site, documents relating to the following:</p> <ul style="list-style-type: none"> <li>• Publications</li> <li>• Grants</li> <li>• Awards and Honors</li> <li>• Letters of Commendation</li> <li>• Other Academic/Professional Information</li> </ul> <p>Chairpersons <i>must</i> upload to the <i>Department Folder</i> of the P&amp;T Document Site, the following documents:</p> <ul style="list-style-type: none"> <li>• Observation and Post-Observation Conference Reports (Each Term)</li> <li>• Annual Conference Reports</li> <li>• Student Evaluation of the Faculty Reports</li> <li>• Department and Dean's Third-Year Review Reports</li> </ul>

<p>October 27, 2018 to January 30, 2019</p> <p><i>Continued from page 3</i></p>	<p>Chairpersons <b><i>may choose</i></b> to upload to the <i>Department Folder</i> of the P&amp;T Document Site the following documents:</p> <ul style="list-style-type: none"> <li>• Chairperson’s Report</li> <li>• Current Job Description</li> <li>• Brooklyn College and Other Correspondence</li> <li>• Multiple Position Forms</li> </ul>
<p>November 20, 2018</p>	<p>Promotion materials will be distributed to members of the School Promotion and Tenure Review Committees.</p>
<p>January 10, 2019</p>	<p>The School Promotion and Tenure Review Committees complete the scheduling of activities for the spring 2019 semester.</p>
<p>January 30, 2019</p>	<p>Candidates’ files should be in order (refer to <a href="#">current checklist</a>). Prior to this date, candidates should consult with their Chairpersons about appropriate materials, such as publications, to be placed in the personal file.</p> <p>This is also the closing date of the uploading period that opened on October 27 (see above).</p>
<p>February 15, 2019</p>	<p>The Department Promotion Committee completes all actions by this date.</p> <p>The committee notifies the candidate in writing of its decision to recommend or not to recommend.</p> <p>A report of the committee’s votes should be sent to the Chairperson of the College-wide P&amp;T Committee, care of the Office of the Associate Provost for Faculty and Administration.</p> <p>The candidate’s files are transported to the Reading Room, 3227 Boylan Hall, no later than this date.</p>
<p>February 21, 2019</p>	<p>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&amp;T Committee should begin to read them.</p>
<p>February 21, 2019 to March 15, 2019</p>	<p>After reading the candidates’ files, each School Promotion and Tenure Review Committee confers with its respective dean, deliberates and then votes.</p>
<p>March 15, 2019</p>	<p>No later than this date, each School Promotion &amp; 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&amp;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.</p>

April 4, 2019	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, 2019	The President informs the candidates and Chairpersons of her recommendations.
Fall 2019	Successful promotion takes effect.

*Office of the Associate Provost for Faculty and Administration  
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