

Calendar for Reappointment with Tenure

2020 Candidates in CLT-series Titles

January 4, 2019	By this date, Chairpersons (or area heads) of all departments are sent lists of candidates via e-mail.
January 15, 2019	The Office of the Associate Provost for Faculty and Administration notifies all candidates by e-mail that the calendar and materials related to the tenure review process are available on the P&T/CCE Website .
February 21, 2019	<p>By this date...</p> <p>each candidate from the Schools of Humanities and Social Sciences and Natural and Behavioral Sciences is required to supply the following to the Chairperson:</p> <p style="padding-left: 40px;">Eighteen (18) copies of the curriculum vitae Eighteen (18) copies of the personal statement</p> <p>each candidate from the Schools of Business, Education and Visual, Media and Performing Arts is required to supply the following to the Chairperson:</p> <p style="padding-left: 40px;">Eleven (11) copies of the curriculum vitae Eleven (11) copies of the personal statement</p> <p>each candidate from a non-academic department is required to supply the following to the area head:</p> <p style="padding-left: 40px;">Eleven (11) copies of the curriculum vitae Eleven (11) copies of the personal statement</p> <p><i>For Chairperson's (or area head's) Records:</i> One (1) copy of both documents</p> <p><i>Place in Personal File:</i> One (1) copy of both documents</p> <p><i>Place in Administration File:</i> One (1) copy of both documents</p> <p><i>Set aside for submission, no later than March 5 (see below), to the Office of the Associate Provost for Faculty and Administration:</i> All remaining copies of the curriculum vitae and personal statement.</p>

<p>February 25, 2019 to March 31, 2019</p>	<p>By the last date of this period, candidates must upload to the <i>Required Folder</i> of the P&T Document Site the following documents:</p> <ul style="list-style-type: none"> • Curriculum Vitae • Personal Statement <p>NOTE: After March 31st, revisions to the curriculum vitae and the personal statement must be posted to the <i>Addendum Folder</i>.</p>
<p>March 5, 2019</p>	<p>The remaining copies of the curriculum vitae and personal statement, submitted by the candidate on February 21 (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 and the Subcommittee on Tenure for College Laboratory Technicians in Non-Academic Departments.</p>
<p>March 31, 2019</p>	<p>Deadline for candidates to upload required documents to P&T Document Site. See above, February 25.</p>
<p>April 1, 2019 to August 29, 2019</p>	<p>Candidates may choose to upload to the <i>Optional Folder</i> of the P&T Document Site documents relating to the following:</p> <ul style="list-style-type: none"> • Publications • Grants • Awards and Honors • Letters of Commendation • Other Academic/Professional Information <p>Chairpersons (or area heads) must upload to the <i>Department Folder</i> of the P&T Document Site the following documents:</p> <ul style="list-style-type: none"> • Annual Evaluations • Current Job Description <p>Chairpersons (or area heads) may choose to upload to the <i>Department Folder</i> of the P&T Document Site the following documents:</p> <ul style="list-style-type: none"> • Brooklyn College and Other Correspondence
<p>May 2, 2019</p>	<p>For candidates in non-academic areas: In lieu of a School Promotion and Tenure Committee, the College-wide P&T Committee convenes during the monthly CAP meeting and, if it has not already done so, chooses three tenured faculty members to serve on a Subcommittee on Tenure for College Laboratory Technicians in Non-Academic Departments, with two administrators appointed by the President.</p>

<p>May 6, 2019 to May 10, 2019</p>	<p>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 10, 2019, by the close of the business day.</p>
<p>May 17, 2019</p>	<p>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 (and the Subcommittee on Tenure for College Laboratory Technicians in Non-Academic Departments) to charge them with their responsibilities and describe the procedures to be followed.</p>
<p>July 31, 2019</p>	<p>The School Promotion and Tenure Review Committees (and the Subcommittee on Tenure for College Laboratory Technicians in Non-Academic Departments) complete the scheduling of activities for the Fall 2019 semester. The chair of each committee forwards this schedule to the Office of the Associate Provost for Faculty and Administration.</p>
<p>August 29, 2019</p>	<p>Candidates' files should be in order (refer to current checklist). Prior to this date, candidates should consult with their Chairperson (or area head) about appropriate materials to be placed in the personal file.</p> <p>NOTE: Annual evaluations <i>must</i> be included in the candidate's file.</p> <p>This is also the closing date of the uploading period that opened on April 1 (see above).</p>
<p>September 11, 2019</p>	<p>The Department Appointments Committee (or in non-academic areas, the area head) completes its (his/her) action by this date.</p> <p>Each committee (area head) notifies the candidate in writing of its (his/her) decision to recommend or not to recommend.</p> <p>Reports of each committee's votes (area head's decision) 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.</p> <p>The candidate's files are transported to the Reading Room, 3227 Boylan Hall, no later than this date.</p>
<p>September 18, 2019</p>	<p>Candidates' files and supporting materials are available in the Reading Room. School Promotion and Tenure Review Committee members (or the Subcommittee on Tenure for College Laboratory Technicians in Non-Academic Departments) and members of the College-wide P&T Committee should begin to read them.</p>
<p>September 18, 2019 to October 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>After reading the candidates' files, the Subcommittee on Tenure for College Laboratory Technicians in Non-Academic Departments will deliberate and then vote.</p>

October 15, 2019	No later than this date, each School Promotion & Tenure Review Committee (and the Subcommittee on Tenure for College Laboratory Technicians in Non-Academic Departments) 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.
October 29, 2019 and October 31, 2019	The College-wide P&T interviews the chair of each School Promotion and Tenure Review Committee (and the Subcommittee on Tenure for Committee for College Technicians in Non-Academic Departments), votes on all candidates and notifies each candidate of its decision to recommend or not to recommend.
On or before December 1, 2019	The President informs the candidates and Chairpersons/area heads of her recommendations.
Fall 2019	Successful tenure takes effect.

*Office of the Associate Provost for Faculty and Administration
September 4, 2018*