

Calendar for Reappointment with Tenure and Promotion to Associate Professor

2020 Candidates in Professorial Titles

	Tenure	Promotion
October 12, 2018		The Office of the Associate Provost for Faculty and Administration notifies Assistant Professors of their eligibility to apply for promotion to Associate Professor by e-mail.
January 10, 2019		No later than this date, all Assistant Professors must notify the College via the WebCentral portal whether they do or do not wish to be considered for promotion. NO LATECOMERS WILL BE ACCEPTED.
January 14, 2019	By this date, Chairpersons 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 promotion and tenure 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;">Twenty-two (22) copies of the curriculum vitae Twenty-two (22) copies of the candidate's personal statement Eighteen (18) copies of the Supplementary College Form</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;">Fifteen (15) copies of the curriculum vitae Fifteen (15) copies of candidate's personal statement Eleven (11) copies of Supplementary College Form</p> <p><i>Continued on page 2</i></p>	



<p>February 21, 2019</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 March 5 (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>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 • Supplementary College Form • Personal Statement <p>NOTE: After March 31st, revisions to the curriculum vitae and personal statement must be posted to the Addendum folder.</p>
<p>February 27, 2019</p>	<p>The Chairperson, after full consultation with members of the Departmental Appointments Committee, compiles a list of five (5) names (including rank, 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 Chairpersons' lists.</p> <p>The completed list must then be sent to the Office of the Associate Provost for Faculty and Administration no later than March 5, 2019. An additional copy is to be placed in the administration file only.</p>
<p>March 5, 2019</p>	<p>The remaining copies of the curriculum vitae, personal statement and Supplementary College Form, 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.</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>March 8, 2019</p>	<p><i>Tenure:</i></p> <p>By this date, candidates must supply to the Chairperson five (5) packages of all scholarly publications and/or creative materials completed since their initial appointment to Brooklyn College in a <u>tenure-track</u> position.</p>	<p><i>Promotion:</i></p> <p>By this date, candidates must supply to the Chairperson five (5) packages of all scholarly publications and/or creative materials completed in <u>current</u> rank.</p>
	<p>Four (4) sets are for mailing to outside evaluators; the fifth set is to be placed in the candidate's personal file for review by intra-college review committees.</p> <p>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 may be placed in the candidate's personal file.</p>	
<p>March 22, 2019</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 March 22, 2019. 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 P&T Document Site by this date.</p> <p>NOTE: The Chairperson's letters to the outside evaluators must recommend that their responses be submitted by May 30, 2019. If the candidate is seeking promotion and tenure in the same round, the Chairperson need solicit only four outside evaluators in total as long as the letter to the evaluators states clearly that the faculty member is a candidate for both personnel actions.</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 <i>may choose</i> 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 <i>must</i> upload to the <i>Department Folder</i> of the P&T Document Site the following documents:</p> <ul style="list-style-type: none"> • 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 	

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<p>April 1, 2019 to August 29, 2019</p> <p><i>Continued from page 3</i></p>	<p>Chairpersons 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"> • Chairperson’s Report • Current Job Description • Brooklyn College and Other Correspondence • Multiple Position Forms 	
<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 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 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 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 April 1 (see above).</p>	
<p>September 11, 2019</p>	<p><i>Tenure:</i> The Department Appointments Committee completes its action by this date.</p>	<p><i>Promotion:</i> The Department Promotions Committees complete their actions by this date.</p>
	<p>Each committee notifies the candidate in writing of its decision to recommend or not to recommend.</p> <p>Reports of each 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.</p> <p>The candidate’s files are transported to the Reading Room, 3227 Boylan Hall, no later than this date.</p>	

September 18, 2019	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.
September 18, 2019 to October 15, 2019	After reading the candidates' files each School Promotion and Tenure Review Committee confers with its respective dean, deliberates and then votes.
October 15, 2019	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.
October 29, 2019 and October 31, 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 December 1, 2019	The President informs the candidates and Chairpersons of her recommendations.
Fall 2020	Successful promotion and tenure take effect.

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