Calendar for Reappointment with Certificate of Continuous Employment

2023 Candidates in Lecturer Titles

January 3, 2022	By this date, Chairpersons of all departments are sent lists of candidates via e-mail.
January 14, 2022	The Office of the Associate Provost for Faculty and Administration notifies all candidates by e-mail that the calendar and materials related to the certificate of continuous employment review process are available on the P&T/CCE website.

February 17, 2022	By this date, each 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
	
	To be used by the chairperson as part of the promotion and/or tenure 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:
	
	Place in Personal File:
	      One (1) copy of both documents
	
	Place in Administration File:
	      One (1) copy of both documents
	
	NOTE: Although we have adopted an online model for the spring 2022 certificate of continuous employment process, candidates should be prepared to supply physical copies of these documents if requested.

February 17, 2022 to March 31, 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 • Personal Statement **NOTE**: After March 31st, revisions to the curriculum vitae and personal statement must be posted to the *Addendum Folder*.

March 31, 2022	Deadline for candidates to upload required documents to P&T Document Site. See above, February 17.
April 1, 2022 to August 30, 2022	The *Optional Folder* of the P&T Document Site, documents relating to the following: • Publications • Grants • Awards and Honors • Letters of Commendation • Other Academic/Professional Information **NOTE**: Given the possible uncertainty surrounding our on-campus presence during the fall 2022 semester, candidates should upload these documents if applicable/available. 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 • Multiple Position Forms **NOTE:** The Multiple Position Forms are 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 • Brooklyn College and Other Correspondence
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.

July 31, 2022	The School Promotion and Tenure Review Committees complete the scheduling of activities for the Fall 2022 semester. The chair of each committee forwards this schedule to the Office of the Associate Provost for Faculty and Administration.
August 30, 2022	Candidates' files should be in order (refer to current checklist). Prior to this date, candidates should consult with their Chairperson about appropriate materials to be placed in the personal file. This is also the closing date of the uploading period that opened on April 1 (see page 2).
September 13, 2022	The Department Appointments Committee completes its action by this date. Each committee notifies the candidate in writing of its decision to recommend or not to recommend. 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. **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.
September 16, 2022	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.
September 16, 2022 to October 14, 2022	After reading the candidates' files, each School Promotion and Tenure Review Committee confers with its respective Dean, deliberates and then votes.
October 14, 2022	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.
November 1, 2022 and November 3, 2022	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, 2022	The President informs the candidates and Chairpersons of her recommendations.
Spring 2023	The President's recommendations on CCE are sent to the CUNY Board of Trustees for approval.
Fall 2023	Successful CCE takes effect.