

Calendar for Reappointment with Tenure and Promotion to Associate Professor

2023 Candidates in Professorial Titles

Tenure		Promotion
October 13, 2021		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, 2022		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, 2022	By this date, Chairpersons of all departments are sent lists of candidates via e-mail.	
January 14, 2022	<p>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.</p> <p>Please make sure to use <i>only</i> Brooklyn College forms when preparing the three documents listed below.</p>	
February 17, 2022	<p>By this date...</p> <p>each candidate is required to supply the following to the Chairperson:</p> <ul style="list-style-type: none"> One (1) copy of the curriculum vitae One (1) copy of the candidate's personal statement One (1) copy of the Supplementary College Form <p>To be used by the chairperson as part of the promotion and/or tenure process.</p> <p>On our return to campus, the chairperson <i>must</i> ensure that copies of these documents are placed in the candidate's physical file as follows:</p>	
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<p>February 17, 2022</p> <p><i>Continued from page 1</i></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>NOTE: Although we have adopted an online model for the <u>spring 2022</u> promotion and tenure processes, candidates should be prepared to supply physical copies of these documents if requested.</p>	
<p>February 17, 2022 to March 21, 2022</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 21st, revisions to the curriculum vitae and personal statement must be posted to the Addendum folder.</p>	
<p>February 24, 2022</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 Chairperson's List.</p> <p>The completed list must then be sent to the Office of the Associate Provost for Faculty and Administration no later than March 4, 2022. An additional copy is to be placed in the administration file only.</p>	
<p>March 8, 2022</p>	<p><i>Tenure:</i></p> <p>By this date, candidates must supply to the Chairperson a dossier 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 a dossier of all scholarly publications and/or creative materials completed in <u>current</u> rank.</p>
	<p>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.</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 8, 2022 to August 30, 2022</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 must 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 • Multiple Position Forms <p>NOTE: The Multiple Position Forms are normally an optional upload. For the current process, they are considered required.</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
<p>March 21, 2022</p>	<p>Deadline for candidates to upload required documents to P&T Document Site. See February 17.</p>
<p>March 22, 2022</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, 2022. 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 must 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 June 2, 2022. 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>

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	<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 March 8 (see page 3).</p>	
September 13, 2022	<i>Tenure:</i> The Department Appointments Committee completes its action by this date.	<i>Promotion:</i> The Department Promotions Committees complete their actions by this date.
	<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>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.</p>	
September 16, 2022	<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&T Committee should begin to read them.</p> <p>Online files are available on or before this date.</p>	
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 tenure and are sent to the CUNY Board of Trustees for approval.
Fall 2023	Successful promotion and tenure take effect.

*Office of the Associate Provost for Faculty and Administration
November 9, 2021*