

## Calendar for Promotion to Senior or Chief College Laboratory Technician 2022 Candidates in CLT-series Titles

| October 15, 2020                            | The Office of the Associate Provost for Faculty and Administration notifies College Laboratory Technicians/Senior College Laboratory Technicians of their eligibility to apply for promotion to Senior/Chief College Laboratory Technician by e-mail.  |
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| January 11, 2021                            | No later than this date, all College Laboratory Technicians and Senior College Laboratory Technicians must notify the College via the WebCentral portal whether they do or do not wish to be considered for promotion. <b>NO LATECOMERS WILL BE ACCEPTED.</b>  |
| January 13, 2021                            | By this date, Chairpersons (or area heads) of all departments are sent lists of candidates via e-mail.   |
| January 15, 2021                            | <p>The Office of the Associate Provost for Faculty and Administration notifies all candidates by e-mail that the calendar and materials related to the promotion review process are available on the <a href="#">P&amp;T/CCE website</a>.</p> <p>Please make sure to use <i>only</i> Brooklyn College forms when preparing the two documents listed on page 2.</p>   |
| January 20, 2021<br>to<br>February 17, 2021 | <p>Department Chairperson and members of the Department Appointments Committee review the list of candidates and determine whether a Senior CLT position or a Chief CLT position can be supported by the department.</p> <p>Where the candidate is from a <b>non-academic department</b>, the area head must determine whether a Senior CLT position or a Chief CLT position can be supported by the department.</p> <p><b>IMPORTANT NOTE TO CLTs:</b> Promotion to a higher title is <i>not</i> a reward for excellent performance. It is based on the development of a new/upgraded position that has met the University's standard for the title sought and the qualities of the candidate. Unlike professorial promotion, the College must approve a newly developed or greatly expanded job description before this position at the higher rank can be established and a candidate can be considered for promotion into that position.</p> <p>If a position cannot be supported, the Department Chairperson (or area head) should inform all applicants in writing, with a copy of the letter sent to the Office of Associate Provost for Faculty and Administration. <b>In this case, the process stops here.</b></p> <p>If the Department Appointments Committee (or area head) determines that a Senior CLT or Chief CLT position <i>can</i> be supported, <b>the process continues.</b></p> |

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| February 18, 2021                         | <p>By this date, each candidate is required to supply the following to the Chairperson/Area Head:</p> <p style="text-align: center;">One (1) copy of the curriculum vitae<br/>One (1) copy of the personal statement</p> <p>On our return to campus, the chairperson/area head should ensure that copies of these documents are placed in the candidate's physical file as follows:</p> <p><i>Place in Personal File:</i><br/>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><br/>One (1) copy of both documents.</p> <p><b>NOTE:</b> Although we have adopted an online model for the spring 2021 promotion and tenure processes, candidates should be prepared to supply physical copies of these documents if requested.</p> |
| February 18, 2021<br>to<br>March 31, 2021 | <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>• Personal Statement</li> </ul> <p><b>NOTE:</b> After March 31st, revisions to the curriculum vitae and the personal statement must be posted to the <i>Addendum Folder</i>.</p>   |
| March 16, 2021                            | <p>By this date, the Chairperson, in consultation with the Department Appointments Committee (or, in <b>non-academic areas</b>, the area head), prepares a proposed job description for the Senior CLT or Chief CLT and <i>forwards</i> it to the Office of Human Resource Services for review and approval.</p>   |
| March 31, 2021                            | <p>Deadline for candidates to upload required documents to P&amp;T Document Site. See February 18.</p>   |

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| <p>April 1, 2021<br/>to<br/>August 29, 2021</p> | <p>The <i>Optional Folder</i> of the P&amp;T Document Site is opened for uploading 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><b>NOTE:</b> Given the uncertainty surrounding our on-campus presence during the upcoming fall 2021 semester, candidates should upload these documents if they are a part of the physical personal file.</p> <p>Chairpersons (or area heads) <b>must</b> upload to the...</p> <p><i>Department Folder</i> of the P&amp;T Document Site the following documents:</p> <ul style="list-style-type: none"> <li>• Annual Evaluations</li> <li>• Chairperson's/Area Head's Letter</li> <li>• Current Job Description</li> </ul> <p><i>Administration Folder</i> of the P&amp;T Document Site the following documents:</p> <ul style="list-style-type: none"> <li>• Proposed Job Description</li> <li>• Human Resources Approval</li> <li>• Department Organizational Chart</li> </ul> <p>Chairpersons (or area heads) <b>may choose</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>• Brooklyn College and Other Correspondence</li> </ul> |
| <p>April 29, 2021</p>                           | <p><b>For candidates in non-academic areas:</b> In lieu of a School Promotion and Tenure Committee, the College-wide P&amp;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 Promotion for College Laboratory Technicians in Non-Academic Departments, with two administrators appointed by the President. This committee considers the candidates for promotion to both senior and chief college laboratory technician.</p>   |
| <p>May 3, 2021<br/>to<br/>May 7, 2021</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 7, 2021, by the close of the business day.</p>   |

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| May 14, 2021       | 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 Promotion for College Laboratory Technicians in Non-Academic Departments) to charge them with their responsibilities and describe the procedures to be followed.  |
| July 31, 2021      | The School Promotion and Tenure Review Committees (and the Subcommittee on Promotion for College Laboratory Technicians in Non-Academic Departments) complete the scheduling of activities for the Fall 2021 semester. The chair of each committee forwards this schedule to the Office of the Associate Provost for Faculty and Administration.  |
| August 29, 2021    | <p>Candidates' files should be in order (refer to <a href="#">current checklist</a>). 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><b>The following materials <i>must</i> be included in the candidates' files:</b></p> <ul style="list-style-type: none"> <li>• A description of the candidate's current position and duties</li> <li>• A copy of the proposed job description</li> <li>• Human Resource Services' approval of the proposed position</li> <li>• A letter from the Chairperson (or area head) explaining the need for the new position, whether the candidate is proficient enough to fill it, and how his/her current position differs from the new position.</li> <li>• A current annual evaluation, <i>regardless</i> of tenure status</li> </ul> <p>This is also the closing date of the uploading period that opened on April 1 (see page 3).</p> |
| September 14, 2021 | <p>The Department CLT Promotion Committee (or, in <b>non-academic areas</b>, the area head) completes its action by this date.</p> <p>The committee notifies (area head) the candidate in writing of its (his/her) 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&amp;T Committee, care of the Office of the Associate Provost for Faculty and Administration.</p> <p><b>NOTE:</b> 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 17, 2021 | Candidates' files and supporting materials are available in the Reading Room. The School Promotion and Tenure Review Committee members (or the Subcommittee on Promotion for College Laboratory Technicians in Non-Academic Departments) and members of the College-wide P&T Committee should begin to read them.   |

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| September 17, 2021<br>to<br>October 15, 2021 | <p>After reading the candidates' files, each School Promotion and Tenure Review Committee confers with the Dean, deliberates and then vote.</p> <p>After reading the candidates' file, the Subcommittee on Promotion for College Laboratory Technicians in Non-Academic Departments will deliberate and then vote.</p>   |
| October 15, 2021                             | No later than this date, each School Promotion and Tenure Review Committee (and the Subcommittee on Promotion 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 26, 2021<br>and<br>October 28, 2021  | The College-wide P&T interviews the chair of each School Promotion and Tenure Review Committee (and the chair of the Subcommittee on Promotion for College Laboratory 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<br>December 1, 2021             | The President informs the candidates and Chairpersons/area heads of her recommendations.   |
| Fall 2022                                    | Successful promotion takes effect.   |

*Office of the Associate Provost for Faculty and Administration  
Revised, January 21, 2021*