


OFFICE OF THE SENIOR VICE PRESIDENT  
FOR ACADEMIC AFFAIRS AND PROVOST

## MEMORANDUM

TO: Department Chairs and Academic Deans

FROM: Tony M. Liss   
Provost and Senior Vice President for Academic Affairs

DATE: September 17, 2021

RE: Schedule for Tenure, CCE, and Promotion Review (2021-2022 Academic Year)

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The following are summaries of the schedules that apply to review of tenure, CCE (Certificate of Continuous Employment for lecturers), and promotion, followed by a detailed timeline. For more information on the electronic presentation of tenure, CCE and promotion dossiers, see the “CCNY Review Committee Formatting Guidelines for Tenure/CCE/Promotion Dossiers” which can be found on the Academic Affairs web site. Department Chairs should please distribute this memorandum to your full-time faculty members. If you have any questions concerning these matters, please contact Teresa Scala at extension x6590 in my office.

### **Untenured Faculty – Review for Tenure and Promotion; CCE Review for Lecturers**

- The process for tenure review begins in the Spring semester of the 6th year of tenure-track service. Tenure-track faculty who began their appointments in Spring or Fall 2016 are now considered to be in their 6th year of service. Such faculty members will begin the tenure review process in Spring 2022 (including assembling the CV and obtaining external reviewers’ letters).
- While applying for promotion is technically discretionary, the practice at City College for some time has been that Assistant Professors are considered for tenure and promotion to Associate Professor at the same time with one set of external reviewers. *Please note that effective March 16, 2020, the College permanently eliminated the so-called first screening for promotion applications for Assistant Professors who are also coming up for tenure.* Untenured Associate Professors typically apply for promotion to full Professor later, not at the same time as being considered for tenure, though there may be exceptions on a case-by-case basis. Please consult with your Department Chair.
- The process for CCE review for lecturers and tenure for College Laboratory Technicians (CLTs) begins in the Spring semester of the 4th year of service. Lecturers and CLTs who began their appointments in Spring or Fall 2018 are now considered to be in their 4th year of service and will begin the review process in Spring 2022. However, since external reviewers’ letters are not

required, the only deadline is for CVs to be completed by the middle of May of their 4th year of service (May 15, 2022 for lecturers and CLTs now in their 4th year of service.) (Please note that the “clock” for CCE for lecturers and tenure for CLTs is 5 years, as opposed to 7 years for tenure for professors.)

- All personnel committees vote in the fall semester on tenure, promotion of untenured faculty, and CCE, with final decisions at the College by December of the same year. If approved, all of the actions summarized in this section – reappointment with tenure, promotion of untenured faculty, and CCE, become effective on the following September 1.

### **Promotion for Tenured Faculty**

Tenured faculty members seeking promotion effective August 25, 2022 must begin their application process now, during Fall 2021 (including assembling the CV and obtaining external reviewers’ letters). They will be reviewed by the personnel committees during the Spring 2022 semester, with a final decision by the end of the Spring 2022 semester. Promotions for tenured faculty will be effective August 25, 2022.

### **Policies and Guidelines**

Faculty members should review the College’s [“Policies and Guidelines for Reappointment, Tenure, and Promotion”](#) (Revised: September 2021) which is available on the City College Academic Affairs website.

Attachments

cc: Paul F. Occhiogrosso, Esq.  
Executive Counsel to the President

**TIMELINE FOR ACADEMIC YEAR 2021-2022**

**PROMOTION FOR TENURED FACULTY EFFECTIVE AUGUST 25, 2022**

<b>DATES</b>	<b>ACTION</b>
September 2021	Departmental personnel committee meetings begin.
September 2021	Department Chair inquires of all potential candidates if they wish to apply for promotion and develops a list of those who wish to be considered in the Spring 2022 Semester.
November 2021	Candidates for promotion provide their list of proposed referees and Advisory Panel Members.
November 2021	The materials required for the first screening at the <u>Departmental Promotions Committee</u> are prepared: <ol style="list-style-type: none"> <li>1. Up-to-date CV<sup>1</sup> (Sections 1-12) and including student teaching evaluations</li> <li>2. Candidates' personnel files</li> </ol>
December 2021	First screening by department <u>Promotions Committee</u> . Candidates are notified in writing of first screening results. Those not recommended must be informed of the appeal procedure.
December 2021	<ol style="list-style-type: none"> <li>1. Candidates and Chairperson<sup>2</sup> complete the CV in preparation for distribution to referees and for consideration at the second screening of the Promotions Committee.</li> <li>2. Chairperson solicits outside letters of evaluation from referees provided by the candidate and the Advisory Panel.</li> </ol>
February 2022	Materials are prepared for presentation to the second screening of the Promotions Committee meeting: <ol style="list-style-type: none"> <li>1. Complete CV (excluding the Chair's Report).</li> <li>2. Candidates' personnel files</li> </ol>
<i>Following Second Screening Promotions Committee Meeting</i>	<b>Chairperson's Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Promptly notify candidates of results; inform those not recommended of the appeal process.</li> <li>2. Add the Chair's Report to the CV of each successful candidate and forward all materials to the P&amp;B Committee. (This step is also completed for any unsuccessful candidate who appeals.)</li> </ol>
February 2022	Chairperson forwards recommendations to the Divisional/School P&B Committee, along with the record of votes of the department Promotions Committee.
March 2022	Deans submit the CV to the Provost's Office, and will make personnel files and other supporting material available to the Provost's Office and the College-wide P&B (Review Committee).
May 1, 2022	Decision made by the Review Committee.
By End of May 2022	Decision made by the President and faculty member informed in writing.

<sup>1</sup> Faculty members should be encouraged to use the CCNY CV format from the beginning of their service at CCNY, though appendices are not required for regular annual reappointments (without tenure, CCE, and/or promotion).

<sup>2</sup> If the Department Chair is an Associate Professor, for promotions to full Professor the department shall elect a full Professor to serve as Chair of the *ad hoc* Promotions Committee to full Professor, and all subsequent references above to Chairperson shall refer to the Chair of the *ad hoc* Promotions Committee to full Professor. See CCNY Governance Plan, Article IX.

**TENURE, CCE, and EARLY TENURE EFFECTIVE SEPTEMBER 1, 2023;**  
**and PROMOTION FOR UNTENURED FACULTY EFFECTIVE AUGUST 25, 2023**

<b>DATES</b>	<b>ACTION</b>
February 2022	<u>Tenure/CCE</u> : Chairperson informs candidates of their service history and of their effective date of tenure or CCE. <u>Promotion</u> : Chairperson inquires of untenured faculty if they wish to apply for promotion. <sup>3</sup>
February 2022	Tenure-track professors provide names of their list of proposed referees and Advisory Panel Members.
April 2022	Candidates and Chairperson complete the CV in preparation for distribution to referees and for consideration at the appropriate departmental committees' meetings in Fall 2022.
<i>Note:</i>	<b>For tenure-track professors only:</b> Chairperson solicits outside letters of evaluation from referees provided by the candidate and the Advisory Panel, to be received by mid-August For lecturers: CV is completed by mid-May (no external letters).
September 2022	Materials are prepared for presentation to the appropriate departmental committees (Dept.'s tenured faculty for tenure; Dept. Promotions Committee for promotion): 1. Complete CV (excluding the Chair's Report). 2. Candidates' personnel file
<i>Following departmental committee meetings</i>  (DUE AT THE DIVISION: September 2022)	<b>Chairperson's Responsibilities:</b> 1. Promptly notify candidates of results; inform those not recommended of the appeal process. 2. Add the Chair's Report to the CV of each successful candidate and forward all materials to the Divisional/School P&B Committee, along with the record of votes of the appropriate committees. (This step is also completed for any unsuccessful candidate who appeals.)
October 2022	Deans submit the CV to the Provost's Office, and will make personnel files and other supporting material available to the Provost's Office and to the College-wide P&B (Review Committee).
By December 1, 2022	Decision made by the President and faculty member informed in writing of result.

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Effective March 16, 2020, the College permanently eliminated the so-called first screening for promotion applications for Assistant Professors who are also coming up for tenure.