October 2, 2015

Dear Deans and Chairs,

As you know, a long-standing practice at City College has been to conduct annual reviews of Distinguished Professors and individuals appointed to Named Chair and Professorship positions. These reviews are conducted at the department level, and then recommendations are made to the School/Division Personnel & Budget Committee, the College-wide Review Committee, and to the President, and if recommended, are then submitted to the CUNY Board of Trustees for final approval.

In Fall 2014, City College amended its procedure so that now the College will require that a review and evaluation of Distinguished Professors, Named Chairs, and Named Professors be conducted only every five years instead of every year. This time frame will coincide with the University’s requirements for the evaluation of Distinguished Professors, which provide as follows:

“Colleges must review the performance of all Distinguished Professors at the end of every five years. The president will submit the review to the Executive Vice Chancellor and University Provost. It should be noted that the University will, as customary, annually reappoint Distinguished Professors, Named Chairs and Professors, via the Chancellor’s Report. During the non-review years, this reappointment will be made automatically by the Office of Human Resources.”

Departments and the Office of the Provost will track individuals in Distinguished Professor, Named Chair, and Named Professorship positions and keep a schedule of the dates the evaluations will next be required.

The effective date of the new practices described above is retroactive to September 1, 2014. Thus, any faculty members in the subject titles who were reappointed in Spring 2014 do not need to be reviewed again until the end of the five-year period, that is, in Spring 2019. The schedules maintained and issued by this office will reflect this change.

If you have any questions about this change, please contact Ms. Julissa Alvarez-Diaz, Associate Director for Resource Planning (jalvarezdiaz@ccny.cuny.edu) or x7309.