


MEMORANDUM

TO: Department Chairs and Academic Deans

FROM: Mary Erina Driscoll 
Interim Provost and Senior Vice President for Academic Affairs

DATE: June 29, 2017

RE: Schedule for Tenure, CCE, and Promotion Review (2017-2018 Academic Year)

The following are summaries of the schedules that apply to review of tenure, CCE (Certificate of Continuous Employment for lecturers), and promotion. Detailed timelines and a checklist are also attached. Department Chairs should please distribute this memorandum to your full-time faculty members. If you have any questions concerning these matters, please contact Ms. Julissa Alvarez at extension x7309 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 2012 are now considered to be in their 6th year of service. Such faculty members will begin the tenure review process in Spring 2018 (including assembling the c.v. and obtaining external reviewers' letters).
- Faculty who wish to be considered for promotion at the same time as tenure may also apply for promotion, in which case the promotion review will proceed simultaneously, using the same external reviewers. The first screening on promotion takes place in the Spring of the 6th year (Spring 2018 for faculty members with initial appointments in Spring or Fall 2012).
- The process for CCE review for lecturers also begins in the Spring semester of the 4th year of service. Lecturers who began their appointments in Spring or Fall 2014 are now considered to be in their 4th year of service and will begin the CCE review process in Spring 2018. However, since external reviewers' letters are no longer required for lecturers, the only deadline is for lecturers to complete their c.v. by the middle of May of their 4th year of service (May 15, 2018 for lecturers now in their 4th year of service.) (Please note that the "clock" for CCE is 5 years, as opposed to 7 years for tenure for professors.)

- Other than the first screening for promotion for untenured faculty members (which takes place in the Spring of the 6th year), all the personnel committees vote in the Fall on tenure, promotion (second screening), and CCE, with final decisions at the College by December 1, 2018. If approved, all of the actions summarized in this section – reappointment with tenure, promotion for untenured faculty, and CCE for lecturers – will become effective September 1, 2019.

Promotion for Tenured Faculty

Tenured faculty members seeking promotion effective September 1, 2018 must begin their application process now, during Fall 2017 (including assembling the c.v. and obtaining external reviewers' letters). They will be reviewed by the personnel committees during mid of Spring 2018 semester, with a final decision by the end of the Spring 2018 semester.

Policies and Guidelines

Faculty members should review the College's "Policies and Guidelines for Reappointment, Tenure, and Promotion" (Revised: Summer 2017), 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 2017-2018

PROMOTION FOR TENURED FACULTY EFFECTIVE SEPTEMBER 1, 2018

DATES	ACTION
September 2017	Departmental Personnel Committee meetings begin.
September 2017	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 Semester.
September 2017	Department Chairs submit to the Divisional Committee the P&B Recommendations Regarding Tenure/Promotion and Reappointments.
November 2017	Promotion Candidates provide names of their list of referees and Advisory Panel Members.
November 2017	The materials required for the first screening at the <u>Departmental Promotions</u> Committee are prepared: 1. Up-to-date <i>c.v.</i> and students evaluations 2. Candidates' personnel files (Personal and Administration).
December 2017	First screening by department Promotions Committee . Candidates are notified in writing of first screening results. Those not recommended must be informed of the appeal procedure.
December 2017	1. Candidates and Chairperson ¹ complete the CV. in preparation for distribution to referees and for consideration at the second screening of the Promotions Committee. 2. Chairperson solicits outside letters of evaluation from all referees provided by the candidate and the Advisory Panel.
February 2018	Materials are prepared for presentation to the second screening of the Promotions Committee meeting: 1. Complete CV (excluding the Chair's Report). 2. Candidates' personnel files (Personal and Administration), including classroom observations and student and annual evaluations.
<i>Following Second Screening Promotions Committee Meeting</i>	Chairperson's Responsibilities: 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 P&B Committee. (This step is also completed for any unsuccessful candidate who appeals.)
February 2018	Chairperson forwards recommendations to the Divisional/School P&B Committee, along with the record of votes of the department Promotions Committee.
March 2018	Deans submit the CV personnel files, and other supporting material to the Provost's Office for distribution to the College-wide P&B (Review Committee).
May 1, 2018	Decision made by the Review Committee faculty member informed in writing.
By End of May or June 2018	Decision made by the President and faculty member informed in writing.

¹ 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 in Chart B above to Chairperson shall refer to the Chair of the *ad hoc* Promotions Committee to full Professor. See CCNY Governance Plan, Article IX (as amended, effective July 1, 2012).

TENURE, CCE, and EARLY TENURE EFFECTIVE SEPTEMBER 1, 2019;
and PROMOTION FOR UNTERNURED FACULTY EFFECTIVE SEPTEMBER 1, 2019

DATES	ACTION
February 2018	<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. ²
February 2018	Professors provide names of their list of referees and Advisory Panel Members.
March 2018	The materials required for the first screening at the Promotions Committee are prepared: 1. Up-to-date <i>c.v.</i> and student evaluations. 2. Candidates' personnel files (Personal and Administration).
March 2018	First screening by Promotions Committee. Candidates are notified in writing of first screening results. Those not recommended must be informed promptly of the appeal procedure.
April 2018	Candidates and Chairperson complete the CV in preparation for distribution to referees and for consideration at the appropriate departmental committees' meetings.
Note:	<u>For professors only:</u> Chairperson solicits outside letters of evaluation from all referees provided by the candidate and the Advisory Panel. For lecturers: CV is completed (no external letters). <u>Faculty Dossier is prepared and completed during the Summer</u>
September 2018	Materials are prepared for presentation to the appropriate departmental committees (Dept.'s tenured faculty for tenure; Dept. Promotions Committee for second screening for promotion): 1. Complete CV (excluding the Chair's Report). 2. Candidates' personnel files (Personal and Administration), including classroom observations and student and annual evaluations.
<i>Following departmental committee meetings</i> (DUE AT THE DIVISION: September 2018)	Chairperson's Responsibilities: 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 2018	Deans submit the CV personnel files, and other supporting material to the Provost's Office for distribution to the College-wide P&B (Review Committee).
By December 1, 2018	Decision made by the President and faculty member informed in writing of result.

² Since the College no longer requires external reviewers' letters for lecturers being reviewed for CCE, the only deadline applicable to lecturers is to complete their CV Summer 2017 for review by the personnel committees in Fall 2017.

TENURE/PROMOTION
CHECKLIST FOR FILE MATERIALS
ASSISTANT, ASSOCIATE, FULL PROFESSORS

- Updated CV
- Personal Statement
- Annual Evaluations
- Deans' Review (Mid-year Review)
- Chair's Report
- Reviewers' Letters (Sheet indicating suggested reviewers. Please refer to guidelines for details)
- Observations
- Student Evaluations and Student Letters
- Other materials as necessary (CDs, Books, etc.)

CHECKLIST FOR FILE MATERIALS
LECTURERS, CLTS

- Updated CV
- Annual Evaluations
- Chair's Report
- Student Evaluations and Student Letters
- Observations