

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: August 16, 2019

RE: Schedule for Tenure, CCE, and Promotion Review (2019-2020 Academic Year)

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 Mary Ruth Strzeszewski at extension x8349 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 2014 are now considered to be in their 6th year of service. Such faculty members will begin the tenure review process in Spring 2020 (including assembling the CV 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 2020 for faculty members with initial appointments in Spring or Fall 2014).
- 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 2016 are now considered to be in their 4th year of service and will begin the review process in Spring 2020. However, since external reviewers’ letters not required, the only deadline is for CVs to be completed by the middle of May of their 4th year of service (May 15, 2020 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.)

- 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, 2020. 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, 2021.

Promotion for Tenured Faculty

Tenured faculty members seeking promotion effective August 26, 2020 must begin their application process now, during Fall 2019 (including assembling the CV and obtaining external reviewers' letters). They will be reviewed by the personnel committees during mid of Spring 2020 semester, with a final decision by the end of the Spring 2020 semester.

Policies and Guidelines

Faculty members should review the College's "Policies and Guidelines for Reappointment, Tenure, and Promotion" (Revised: Summer 2019), 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 2019-2020

PROMOTION FOR TENURED FACULTY EFFECTIVE AUGUST 26, 2020

DATES	ACTION
September 2019	Departmental Personnel Committee meetings begin.
September 2019	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 2019	Department Chairs submit to the Divisional Committee the P&B Recommendations Regarding Tenure/Promotion and Reappointments.
November 2019	Promotion Candidates provide names of their list of proposed referees and Advisory Panel Members.
November 2019	The materials required for the first screening at the <u>Departmental Promotions Committee</u> are prepared: 1. Up-to-date CV ¹ (Sections 1-11) and students evaluations 2. Candidates' personnel files (Personal and Administration ²).
December 2019	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 2019	1. Candidates and Chairperson ³ 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 2020	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 2020	Chairperson forwards recommendations to the Divisional/School P&B Committee, along with the record of votes of the department Promotions Committee.
March 2020	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, 2020	Decision made by the Review Committee.
By End of May or June 2020	Decision made by the President and faculty member informed in writing.

¹ 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).

² See Article XIX of the PSC/CUNY collective bargaining agreement.

³ 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, 2021;
and PROMOTION FOR UNTENURED FACULTY EFFECTIVE AUGUST 25, 2021**

DATES	ACTION
February 2020	<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. ⁴
February 2020	Tenure-track professors provide names of their list of proposed referees and Advisory Panel Members.
March 2020	The materials required for the first screening at the Promotions Committee are prepared: 1. Up-to-date CCNY CV (sections 1-11) and student evaluations. 2. Candidates' personnel files (Personal and Administration).
March 2020	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 2020	Candidates and Chairperson complete the CV in preparation for distribution to referees and for consideration at the appropriate departmental committees' meetings.
Note:	<u>For tenure-track professors only:</u> Chairperson solicits outside letters of evaluation from referees provided by the candidate and the Advisory Panel. For lecturers: CV is completed (no external letters). <u>Faculty Dossier is completed during the Summer</u>
September 2020	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 2020)	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 2020	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, 2020	Decision made by the President and faculty member informed in writing of result.

⁴ 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 by May 15 2020 for review by the personnel committees in Fall 2020.