

MEMORANDUM

TO: Department Chairs and Academic Deans

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

DATE: November 5, 2018

RE: Schedule for Tenure, CCE, and Promotion Review

The following are summaries of the schedules that apply to review of tenure, CCE (Certificate of Continuous Employment for lecturers), and promotion. A checklist of materials for tenure, CCE and promotion follows. 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 (including assembling the CCNY 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.
- The process for CCE review for lecturers and tenure for College Laboratory Technicians also begins in the Spring semester of the 4th year of service. However, since external reviewers' letters are not required for lecturers, the only deadline is for lecturers to complete their CV by the middle of May of their 4th year of service. (Please note that the "clock" for CCE 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. 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 of the following year.

Promotion for Tenured Faculty

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

Policies and Guidelines

Faculty members should review the College's "Policies and Guidelines for Reappointment, Tenure, and Promotion" (Revised: Summer 2015), which is available on the City College Academic Affairs website.

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

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

Please refer to the *CCNY Policies and Guidelines for Reappointment, Tenure and Promotion* (Revised Summer 2015).

- Updated CCNY CV with Signed Cover Sheet
- Candidate's Statement
- Annual Evaluations
- Pre-Tenure Review (Mid-Term Review)
- Chair's Report
- Letters from External Evaluators
- Peer Teaching Evaluations
- Student Evaluations
- Teaching Portfolio
- Examples of Scholarly and/or Creative Work

CHECKLIST FOR FILE MATERIALS
LECTURERS*, CLTS

- Updated CCNY CV with Signed Cover Sheet
- Annual Evaluations
- Chair's Report
- Student Evaluations*
- Peer Teaching Observations*

*Lecturers only.