**Queens College Tenure, CCE, Promotion Process**

**Cover Page**

Revised 7/9/14

*Administrative Use Only - Not to Be Seen by Candidate*

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments (in this order):

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Confidential Department Reports ( in this order):

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Report of Department P&B Committee\* Page

Chair’s Report\* Page

Example of Reviewer Solicitation Letter\* Page

Information about Reviewers and their Selection\* Page

Reviewer Letters\* Page

*\* Confidential; not to be seen by candidate*

Departmental Recommendation

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECOMMENDATION FOR**

\_\_Promotion to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_Reappointment with Tenure/CCE effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_Early Tenure effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_Immediate Tenure effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Personnel and Budget Committee Vote:

Number for tenure: \_\_\_\_\_\_\_\_\_\_\_ Against: \_\_\_\_\_\_\_\_\_\_\_

If not total of five votes, state why:

Number for promotion: \_\_\_\_\_\_\_\_\_\_\_ Against: \_\_\_\_\_\_\_\_\_\_\_

If not total of five votes, state why:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Department Chair)

Date Submitted to Board of Trustees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(To be filled in by Human Resources Office)*

REPORT OF DEPARTMENT PERSONNEL AND BUDGET COMMITTEE

See Section 1.1.1 of the *Procedures for Tenure/CCE and Promotion* for information on the preparation and content of the department P&B report.

CHAIR'S REPORT

See Section 1.1.2 of the *Procedures for Tenure/CCE and Promotion* for information on the preparation and content of the chair’s report.

EXTERNAL REVIEWER LETTERS

See Section 1.1.3 of the *Procedures for Tenure/CCE and Promotion* for information on the selection of reviewers and information to be provided about them. Note that a sample copy of the letter of solicitation sent to the reviewers must be included in this report.