**QUEENS COLLEGE** OF THE CITY UNIVERSITY OF NEW YORK

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OFFICE OF THE PROVOST

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| To: | Deans, Department Chairpersons, Divisional and Departmental Assistants |
| From: | Elizabeth Hendrey, Provost and Vice President for Academic Affairs |
| Date: | July 8, 2020 |
| Re: | **Tenure, Promotion and CCE Schedule for Fall 2020** |
| C: | Frank H. Wu, President |

**Dates for this cycle: Tenure: effective date - September 1, 2021; CCE: effective date - August 25, 2021. Promotions: effective date - August 25, 2021.**

Departments with full-time faculty, College Laboratory Technicians (CLTs) and Lecturers who are eligible for Tenure, Promotion or CCE to be effective as referenced above: Advise all candidates to update their curriculum vitae to incorporate all significant scholarly achievements. Recommendations for Tenure, Promotion or CCE will be reviewed by the Departmental Personnel and Budget (P&B) Committee, the Divisional Advisory Committee, the CLT Screening Committee (in the case of CLTs), the Sub-Committee on Tenure, CCE, and Promotion (the “Committee of Seven”), the College-wide P&B and the President. This review structure also applies to candidates eligible for Promotion in the Spring semester.

**The review schedule for the Fall is as follows:**

**By Friday, September 04, 2020 -** Departmental P&B Committees will have:

* Reviewed the credentials of all persons eligible for Tenure, Promotion or CCE, and informed the candidates and the respective divisional dean of their recommendations.
* For those candidates recommended for Tenure, Promotion or CCE - sent their divisional dean completed versions of the Cover Page and Departmental Report (Formerly “Form A”) and the Candidate’s Curriculum Vitae and Personal Statement (Formerly “Form B”). “Completed Versions” mean: one printed copy of these forms, including the cover page, candidate’s curriculum vitae, personal statement; workload data; Departmental P&B report; chair’s report; information on external reviewers; and external reviewers’ letters plus electronic transmission of the above plus, digital version of as much material from the candidate’s box as possible. Links may also be provided to the candidates’ web sites which contain supporting materials.
* For those candidates not recommended for Tenure, Promotion or CCE – inform them of the decision of the departmental P&B and initiate the process of appeal.

The information is outlined here: [click here](https://www.qc.cuny.edu/about/administration/Provost/Policies/Pages/TP-tenure.aspx)

**By Friday, September 11, 2020:**

* Departments will have forwarded to their divisional dean the complete set of materials (as outlined above and in the link) for the candidates who are without their department’s affirmative recommendation (WDAR).
* Divisional deans will have forwarded to Reprographics (with a request for 12 copies) the complete set of materials for the recommended

 candidates.

**By Friday, September 18, 2020:**

* Divisional deans will have forwarded to Reprographics complete materials of WDAR candidates.
* Reprographics will have delivered all required materials of the **recommended** candidates to the divisional deans, the Provost, and the departments.

**By Wednesday, September 23, 2020:**

* Departments will have forwarded to their divisional dean the personal files and all supporting materials, including the doctoral dissertation and publications, of all candidates: recommended and WDAR.
* Reprographics will have delivered all required materials of WDAR candidates to the divisional deans, the Provost, and the departments.

**Monday, October 5 – Friday, October 9, 2020:** Study, screening, and rating of Tenure, Promotion and CCE cases by divisional advisory

committees.

**By Friday, October 9, 2020:** Divisional deans will have forwarded to the Provost all divisional ratings, personal files, and supporting materials.

**Tuesday, October 13- Friday, October 23, 2020:** Review of all materials associated with Tenure, Promotion and CCE cases by Committee of Seven members.

**Monday, October 26 – Friday, October 30, 2020:** Meetings of the Committee of Seven with academic deans.

**By Wednesday, November 4, 2020:** The College-wide P&B is notified of the recommendations made by the Committee of Seven.

**Wednesday, November 4 – Tuesday, November 10, 2020:** Period for the College-wide P&B review of candidates’ materials.

**Wednesday, November 11, 2020:** TheCollege-wide P&B votes on Tenure, Promotion and CCE.