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

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OFFICE OF THE PROVOST

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| To: | Deans, Departmental Chairpersons, Divisional and Departmental Secretaries |
| From: | Elizabeth Hendrey, Provost and Vice President for Academic Affairs |
| Date: | July 8, 2020 |
| Re: | **Promotion Schedule for Spring 2021** |
| C: | Frank H. Wu, President |

**Promotions approved during this cycle will be effective** **Wednesday, August 25, 2021.**

Departments with full-time faculty who are eligible for Promotion to be effective as referenced above: Advise all candidates to update their curriculum vitae to incorporate all significant scholarly achievements. Recommendations for Promotion will be reviewed by the Departmental Personnel and Budget (P&B) Committee, the Divisional Advisory Committee, the Sub-committee on Tenure, CCE, and Promotion (the “Committee of Seven”), the College-wide P&B and the President.

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

**By Friday, February 12, 2021---**Departmental P&B Committees will have:

* Reviewed the credentials of all persons eligible for Promotion and informed the candidates and the respective divisional dean of their recommendations.
* For those candidates recommended for Promotion - 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 Promotion – inform them of the decision of the departmental P&B and initiate the process of appeal or for consideration of Promotion without the department’s affirmative recommendation (WDAR)(Full Professor only).

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

**By Friday, February 19, 2021**

* 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 seeking Promotion without their department’s affirmative recommendation (WDAR) or on appeal.
* Divisional deans will have forwarded to Reprographics (with a request for 12 copies) the complete set of materials for the recommended candidates.

**By Friday, February 26, 2021:**

* 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 Friday, March 5, 2021:**

* Departments will have forwarded to their divisional deans 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, March 8 – Friday, March 12, 2021:** Study, screening, and rating of Promotion cases by divisional advisory committees.

**By Friday, March 19, 2021:** Divisional deans will have forwarded to the Provost all divisional ratings, personal files, and supporting materials.

**Monday, March 22 – Friday, April 16, 2021:** Review of all materials associated with promotion cases by Committee of Seven members.

**Monday, April 19 – Thursday, April 22, 2021:** Meetings of the Committee of Seven with academic deans.

**By Tuesday, April 27, 2021:** The College-wide P&B is notified of recommendations made by the Committee of Seven.

**Tuesday, April 27 – Tuesday, May 11, 2021:** Period for the College-wide P&B review of candidates’ materials.

**Wednesday, May 12, 2021:** The College-wide P&B votes on Promotions.