

Timeline for Fall Tenure/CCE/Promotion Consideration
Revised 10/18/2017

Please note dates are approximate as this schedule is intended as a guide. If there are any questions, kindly contact the Provost's office.

DATE	ACTION
Beginning February	<ul style="list-style-type: none"> • Dean informs candidates for tenure and promotion to associate professor/CLT tenure/Lecturer CCE of their upcoming consideration, with cc's to Chair, Provost and General Counsel.¹
Beginning April	<ul style="list-style-type: none"> • Chair requests list of potential reviewers from candidates.
End of April	<ul style="list-style-type: none"> • Candidates provide official CV and material (scholarly or creative work product for professorial faculty) to be considered by reviewers. Electronic versions or links to candidate websites should be provided. • Department P&B chooses list of reviewers from candidate's list and list provided by P&B members. (For professorial faculty, reviewers should be external to QC, minimum of four from outside CUNY. For CLT tenure and CCE cases, reviewers may be internal to Queens College, but should not be Department P&B members.)
Beginning May	<ul style="list-style-type: none"> • Chair solicits evaluation letters from all selected reviewers (including official CV and selected work product with the request).
During month of August	<ul style="list-style-type: none"> • Deadline for receipt of reviewer evaluation letters.
During month of August	<ul style="list-style-type: none"> • Chair provides materials to Department P&B Committees for review: official CV, Personal and Administration Personnel Files, and supporting materials.
First full week in September	<ul style="list-style-type: none"> • Department P&B Committees meet and review the credentials of all candidates, and inform the Divisional Dean of their recommendations. • The Chair (or his/her designee) will inform the candidates of the Department P&B Committee's recommendation, and will also notify the candidates of their rights to appeal. • Chair's Report and Department P&B Report prepared and included in the Tenure and Promotion Reports (TPRs).
Mid- September	<ul style="list-style-type: none"> • Department P&B Committees forward to the Divisional Dean the TPRs of all candidates who received the Department P&B's positive recommendation for tenure, CCE and/or promotion. Materials should be sent electronically or via a password-protected vehicle such as

¹ Occasionally, out of cycle promotions to full Professor may be considered, in response to an outside offer, for example.

	<p>Dropbox.</p> <ul style="list-style-type: none"> • The Divisional Dean sends TPRs for all recommended candidates to Reprographics (with a request that 12 copies be delivered to the Provost's office). • Candidates who wish to appeal negative recommendations must notify the Chair and follow applicable appeal procedures.
Third week of September	<ul style="list-style-type: none"> • Department P&B Committees forward to the Divisional Dean the TPRs of all candidates appealing a negative recommendation for tenure and/or promotion without the Department's recommendation. Materials should be sent electronically or via a password-protected vehicle such as Dropbox. • The Divisional Dean sends TPRs for all appeals to Reprographics (with a request that 12 copies be delivered to the Provost's office). • Reprographics delivers TPRs for all positively recommended cases to the Provost's Office and the Provost's Office will distribute accordingly.
End of September	<ul style="list-style-type: none"> • Departments forward the Personal files, Administration files and all supporting materials to the Divisional Deans for all candidates, whether positively recommended or appealing negative recommendations. Materials should also be provided electronically or via a password-protected vehicle such as Dropbox. • Reprographics delivers TPRs for all appeal cases to the Provost's Office and the Provost's Office will distribute accordingly.
First full week in October	<ul style="list-style-type: none"> • Divisional Advisory Committee (Divisional Caucuses) review, screen and rate all tenure, promotion and CCE cases.
Second and third weeks in October	<ul style="list-style-type: none"> • Committee of Seven reviews all submitted materials (including TPRs, Personal and Administration Personnel files, and supporting materials), as well as Divisional Caucus ratings for all candidates.
Last week in October	<ul style="list-style-type: none"> • Committee of Seven completes deliberations and makes recommendations on professorial tenure and promotion cases, CLT tenure cases, and Lecturer CCE cases.
First week in November	<ul style="list-style-type: none"> • College P&B notified of Committee of Seven's recommendations.
Second Wednesday in November	<ul style="list-style-type: none"> • College P&B votes on professorial tenure and promotion cases, CLT tenure and Lecturer CCE cases. • College P&B recommendations sent to President.
On or by December 1	<ul style="list-style-type: none"> • Candidates notified of College P&B recommendations and the President's decision whether to recommend

	reappointment with tenure/concurrent promotion to Associate Professor/CCE to the Board of Trustees, and procedures for appeal of negative recommendations.
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Timeline for Spring Promotion Consideration

Please note dates are approximate as this schedule is intended as a guide. If there are any questions, kindly contact the Provost's office.

DATE	ACTION
Beginning September	<ul style="list-style-type: none"> • Chair inquires of all faculty and CLTs if they wish to be considered for promotion, and develops a list of those who wish to be considered. (Department P&B Committees must approve consideration of assistant professor and CLT promotions before they move forward.)²
Beginning October	<ul style="list-style-type: none"> • Chair requests list of potential reviewers from candidates.
End of October	<ul style="list-style-type: none"> • Professorial candidates provide official CV and selected scholarly or creative work product for use by external reviewers; CLT promotion candidates submit CV and any other materials they wish to share with reviewers. Materials should be provided electronically or via a password-protected vehicle such as Dropbox. • Department P&B chooses list of reviewers from candidate's list and list provided by P&B members. (For professorial faculty, reviewers should be external to QC, minimum of four from outside CUNY. For CLT promotion cases, reviewers may be internal to Queens College, but should not be Department P&B members.)
Beginning November	<ul style="list-style-type: none"> • Chair solicits evaluation letters from all selected reviewers (including official CV and selected work product with the request selected work product to reviewers.
During month of January	<ul style="list-style-type: none"> • Deadline for receipt of evaluation letters.
Beginning February	<ul style="list-style-type: none"> • Materials presented to Department P&B Committees for review: official CV, Personal and Administration files and supporting materials.
Second week in February	<ul style="list-style-type: none"> • Department P&B Committees review the credentials of all candidates and inform the Divisional Dean of their recommendations. • The Chair (or his/her designee) will inform the candidates of the Department P&B Committee's recommendation, and will also notify the candidates of their rights to appeal negative recommendations or to apply for promotion to

² Occasionally, tenure cases may be considered in the spring, in response to an outside offer, for example, or as part of a hiring offer to a candidate who did not previously hold tenure and is being offered immediate tenure.

	<p>Professor “without department affirmative recommendation (WDAR),” and the deadlines for filing an appeal or applying for promotion WDAR.</p> <ul style="list-style-type: none"> • Chair’s Report and Department P&B Report prepared and included in the Tenure and Promotion Reports (TPRs).
Fourth week in February	<ul style="list-style-type: none"> • Department P&B Committees will: <ul style="list-style-type: none"> ○ Send the Divisional Dean the Tenure and Promotion Reports (TPRs) of all candidates who received the Department’s recommendation. Materials should be sent electronically or via a password-protected vehicle such as Dropbox. ○ Send the CLT Committee the TPRs as well as the CLT “green” forms for all recommended CLT candidates. • The Divisional Dean will send TPRs for all recommended candidates to Reprographics (with a request that 12 copies be delivered to the Provost’s office). • Candidates who wish to pursue promotion WDAR or to appeal a negative recommendation must notify the Chair and follow applicable appeal procedures.
First week in March	<ul style="list-style-type: none"> • Department P&B Committees forward to the Divisional Dean the TPRs for all candidates appealing a negative recommendation or seeking promotion WDAR. • The Divisional Dean will send TPRs for all appeals and WDAR candidates to Reprographics (with a request that 12 copies to be delivered to the Provost’s office). • Reprographics will deliver TPRs for all recommended cases to Provost’s Office and the Provost’s Office will distribute accordingly. • CLT Committee meets to consider recommended promotions.
Second week in March	<ul style="list-style-type: none"> • Departments will forward the Personal files, Administration files and all supporting materials to the Divisional Dean for all candidates, whether recommended or not. • Reprographics will deliver TPRs for all appeals and WDAR cases to the Provost’s Office and the Provost’s Office will distribute accordingly. • CLT Committee will forward recommendations on CLT promotion to Divisional Caucuses.
Third week in March	<ul style="list-style-type: none"> • Divisional Caucuses review, screen and rate all cases.
April	<ul style="list-style-type: none"> • Committee of Seven reviews all submitted materials as well as Divisional Caucus ratings for all candidates.
End of April	<ul style="list-style-type: none"> • Committee of Seven completes deliberations and makes recommendations.
First week in May	<ul style="list-style-type: none"> • College P&B notified of Committee of Seven

	recommendations.
Second Wednesday in May	<ul style="list-style-type: none">• College P&B votes on promotion cases.• College P&B recommendations sent to President.
On or by June 1	<ul style="list-style-type: none">• Candidates notified of College P&B recommendations and President's decision whether to recommend promotion to the Board of Trustees, and appeal procedures for negative recommendations.