

**Provost's Office**

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This document provides the calendar and processes for reappointments for both five year and seven-year clocks, including dates for review and action by the Hunter Faculty Personnel & Budget Committee (FP&B).

**NOTE: Every appointment requires a department vote every year.**

**FALL 2024**

**September 24<sup>th</sup>** – Approval of Appointments to **3<sup>rd</sup> Year**, Effective **August 27, 2025**

**Five Year (5) – Tenure/CCE Clock:** Lecturers, CLTs, Senior CLTs, and Chief CLTs initially appointed **8/25/23** will be eligible to be appointed to their third year of service, **effective 8/27/25**. **This appointment requires the Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

**Seven Year (7) – Tenure Clock:** Faculty members initially appointed **8/25/23** will be eligible to be appointed to their third year of service, **effective 8/27/25**. **This appointment requires a Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

***Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)***

By **September 6, 2024**, please submit:

- All 3<sup>RD</sup>-year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.

**October 1<sup>st</sup>** – Vote on Appointment to **4<sup>th</sup> Year**, Effective **August 27, 2025**

**Five Year (5) – Tenure/CCE Clock:** Lecturers, CLTs, Senior CLTs, and Chief CLTs initially appointed **8/25/22** will be eligible to be appointed to their fourth year of service, **effective 8/27/25**. **This appointment requires both Departmental and Divisional/School P&B votes.**

**Seven Year (7) – Tenure Clock:** Faculty members initially appointed **8/25/22** will be eligible to be appointed to their fourth year of service, **effective 8/27/25**. **This appointment requires a Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals

*Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)*

By **September 13, 2024**, please submit:

- All 4<sup>th</sup> year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.

**October 8<sup>th</sup>** – Vote on Appointments to **5<sup>th</sup> Year**, Effective **August 27, 2025**

**Five Year (5) – Tenure/CCE Clock:** Lecturers, CLTs, Senior CLTs and Chief CLTs initially appointed **8/25/21**, will be eligible to be appointed to their fifth year of service, **effective 8/27/25**. **This appointment requires the Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

**Seven Year (7) – Tenure Clock:** Faculty members initially appointed **8/25/21** will be eligible to be appointed to their fifth year of service, **effective 8/27/25**. **This appointment requires both Departmental and Divisional/School P&B votes.**

*Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)*

By **September 20, 2024**, please submit:

- All 5<sup>th</sup> year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.

**October 22<sup>nd</sup>** – Vote on Appointments to **6<sup>th</sup> Year**, Effective **August 27, 2025**

**Seven Year (7) – Tenure Clock**: Faculty members initially appointed **8/26/20** will be eligible to be appointed to their sixth year of service, **effective 8/27/25**. **This appointment requires the Departmental P&B vote**. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

*Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)*

By **October 4, 2024**, please submit:

- All 6<sup>th</sup> year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.

**October 29<sup>th</sup>** – Vote on Appointments to **7<sup>th</sup> Year**, Effective **August 27, 2025**

**Seven Year (7) – Tenure Clock**: Faculty members initially appointed **8/27/19** will be eligible to be appointed to their seventh year of service, **effective 8/27/25**. **This appointment requires a Departmental P&B vote**. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

*Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)*

By **October 11, 2024**, please submit:

- All 7<sup>TH</sup> year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admins.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.

**Note:** For faculty who have been appointed to 7<sup>th</sup> Year – it's mandatory that tenure dossiers be sent out to external evaluators in **Spring 2026**.

**(Tentative)**  
**SPRING 2026**

**February 11<sup>th</sup>, 2025** – Vote on 1<sup>st</sup> and 2<sup>nd</sup> Year Appointments

Faculty members in professorial titles eligible to be appointed to their first and second year of service **effective 8/27/2025**. **These appointments require a Department P&B Vote.**

By **FEBRUARY 5, 2025**, please submit:

- All 1<sup>st</sup> and 2<sup>nd</sup> year candidate materials and department P&B decisions required for reappointment must be uploaded and submitted on Interfolio.
- **Following approval**, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.

**April 8<sup>th</sup>, 2025** – Vote on Distinguished Lecturer Reappointments & Clinical Professors

Distinguished Lecturer and Clinical Professors eligible for reappointment, **effective 8/27/2025**. **These appointments require a Department P&B Vote.**

By **MARCH 25, 2025**, please submit:

- All Distinguished Lecturer and Clinical Professor materials and department P&B decisions required for reappointment must be uploaded and submitted on Interfolio.
- **Following approval**, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.

**Notes**

1. For untenured faculty who were granted a leave of absence that caused a break in service, their tenure clocks are reset to year one, but the **deadline for reappointment is December 1<sup>st</sup>**, unless there is an agreement for an individual faculty member that specifies otherwise.
2. Instructor titles are neither Tenure nor CCE positions; nevertheless, they come before FP&B for reappointment consideration.
3. Dates may vary.