

DATE: June 19, 2012
TO: School Deans
FROM: Vita C. Rabinowitz
Provost and Vice President for Academic Affairs
RE: 2012-2013 Appointments Without Tenure

Effective September 1, 2006 New York State Education Law extended the tenure clock for CUNY faculty from five to seven years. Tenure track faculty members who were initially appointed on September 1, 2006 were given the choice of a five or seven year, and given until September 1, 2007, to make their decisions. For faculty members who did not make a written election of a five year tenure clock before September 1, 2007, the seven year tenure clock applies. College Laboratory Technicians (CLTs), Senior CLTs and Chief CLTs were not affected by the change in the tenure legislation and remain on five year clocks. All tenure track faculty members appointed September 1, 2007 or later follow a seven year tenure clock.

Lecturer titles (except Distinguished Lecturers) are CCE positions, therefore they remain unaffected by the Sept. 1, 2006 Tenure Reform. CCE runs on a five year clock; Lecturers are to be processed and submitted for reappointment consideration similarly and in conjunction with CLTs.

Given these changes, FP&B reviewed the reappointment process and adjusted its policies and procedure. Descriptions of the revised procedures for both the five year and seven year clocks accompany this memo.

The dates when various appointments will come before FP&B for action this year, along with a description of the actions and a list of the materials that are required for each meeting date are included below. Every appointment requires a department vote every year.

All CVs submitted must be Hunter formatted; please find a link to our Human Resources website for a guide <http://hr.hunter.cuny.edu/forms/CV%20Guide.pdf>

FALL 2012

October 9th – Approval of Appointments to 3rd Year, Effective 8/27/13

Five Year - Tenure/CCE Clock: Lecturers, CLTs, Senior CLTs and Chief CLTs initially appointed 9/1/11 or 2/1/11 will be eligible to be appointed to their third year of service, effective 8/27/13. 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.

For each candidate, the following required materials should be submitted to the Office of the Provost by **September 19, 2012**

- An appointment letter
- A memo indicating the department vote (and, if necessary, a memo indicating the division/school vote)
- **Four copies** of the candidate's updated curriculum vita
- **Four copies** of the candidate's teacher evaluations
- **Four copies** of the candidate's classroom observations
- **Four copies** of the chair's report
- If requested by the Department chair, **four copies** of the Dean's written review

Seven Year - Tenure Clock: Faculty members initially appointed 9/1/11 will be eligible to be appointed to their third year of service, effective 8/27/13. 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.

For each candidate, the following required materials should be submitted to the Office of the Provost by **September 19, 2012**

- An appointment letter
- A memo indicating the department vote (and, if necessary, a memo indicating the division/school vote)
- **Four copies** of the candidate's updated curriculum vita
- **Four copies** of the candidate's teacher evaluations
- **Four copies** of the candidate's classroom observations
- **Four copies** of the chair's report
- If requested by the Department chair, **four copies** of the Dean's written review

October 16th – Vote on Appointment to 4th Year, Effective 8/27/13

Five Year - Tenure/CCE Clock: Lecturers, CLTs, Senior CLTs and Chief CLTs initially appointed 9/1/10 will be eligible to be appointed to their fourth year of service, effective 8/27/13. This appointment **requires both** Departmental and Divisional/School P&B votes.

For each candidate, the following required materials should be submitted to the Office of the Provost by **September 24, 2012**

- An appointment letter
- Memos indicating the department and division/school votes
- **Four copies** of the candidate's updated curriculum vita
- **Four copies** of the candidate's annual evaluations
- **Four copies** of the candidate's teacher evaluations
- **Four copies** of the candidate's classroom observations
- **Four copies** of the chair's report
- **Four copies** of any Dean's written reviews from prior years
- **Four copies** of the Dean's current written review
- **Four copies** of any other written guidance to the candidate

Seven Year - Tenure Clock: Faculty members initially appointed 9/1/10 will be eligible to be appointed to their fourth year of service, effective 8/27/13. 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.

For each candidate, the following required materials should be submitted to the Office of the Provost by **September 24, 2012**

- An appointment letter
- A memo indicating the department vote (and, if necessary, a memo indicating the division/school vote)
- **Four copies** of the candidate's updated curriculum vita
- **Four copies** of the candidate's teacher evaluations
- **Four copies** of the candidate's classroom observations
- **Four copies** of the chair's report
- **Four copies** of any Dean's written reviews from prior years
- If requested by the Department chair, **four copies** of the Dean's current written review
- **Four copies** of any other written guidance to the candidate

October 23rd – Vote on Appointments to 5th Year, Effective 8/27/13

Five Year - Tenure/CCE Clock: Lecturers, CLTs, Senior CLTs and Chief CLTs initially appointed 9/1/09, will be eligible to be appointed to their fifth year of service, effective 8/27/13. 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.

For each candidate, the following required materials should be submitted to the Office of the Provost by **October 2, 2012**

- An appointment letter
- A memo indicating the department vote (and, if necessary, a memo indicating the division/school vote)
- **Four copies** of the candidate's updated curriculum vita
- **Four copies** of the candidate's annual evaluations
- **Four copies** of the candidate's teacher evaluations
- **Four copies** of the candidate's classroom observations
- **Four copies** of the chair's report
- **Four copies** of any Dean's written reviews from prior years
- **Four copies** of the Dean's current written review
- **Four copies** of any other written guidance to the candidate

Seven Year - Tenure Clock: Faculty members initially appointed 9/1/09 will be eligible to be appointed to their fifth year of service, effective 8/27/13. This appointment **requires both** Departmental and Divisional/School P&B votes.

For each candidate, the following required materials should be submitted to the Office of the Provost by **October 2, 2012**

- An appointment letter
- Memos indicating the department and division/school votes
- **Four copies** of the candidate's updated curriculum vita
- **Four copies** of the candidate's annual evaluations
- **Four copies** of the candidate's teacher evaluations
- **Four copies** of the candidate's classroom observations
- **Four copies** of the chair's report
- **Four copies** of any Dean's written reviews from prior years
- **Four copies** of the Dean's current written review
- **Four copies** of any other written guidance to the candidate

November 6th – Vote on Appointments to 6th Year, Effective 8/27/13

Seven Year - Tenure Clock: Faculty members initially appointed 9/1/08 will be eligible to be appointed to their sixth year of service, effective 8/27/13. 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.

For each candidate, the following required materials should be submitted to the Office of the Provost by **October 16, 2012**

- An appointment letter
- A memo indicating the department vote (and, if necessary, a memo indicating the division/school vote)
- **Four copies** of the candidate's updated curriculum vita
- **Four copies** of the candidate's annual evaluations
- **Four copies** of the candidate's teacher evaluations
- **Four copies** of the candidate's classroom observations
- **Four copies** of the chair's report
- **Four copies** of any Dean's written reviews from prior years
- **Four copies** of any other written guidance to the candidate

November 13th – Vote on Appointments to 7th Year, Effective 8/27/13

Seven Year - Tenure Clock: Faculty members initially appointed 9/1/07 will be eligible to be appointed to their seventh year of service, effective 8/27/13. 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.

For each candidate, the following required materials should be submitted to the Office of the Provost by **October 23, 2012**

- An appointment letter
- A memo indicating the department vote (and, if necessary, a memo indicating the division/school vote)
- **Four copies** of the candidate's updated curriculum vita

- **Four copies** of the candidate's annual evaluations
- **Four copies** of the candidate's teacher evaluations
- **Four copies** of the candidate's classroom observations
- **Four copies** of the chair's report
- **Four copies** of any Dean's written review from prior years
- **Four copies** of the Dean's current written review
- **Four copies** of any other written guidance to the candidate

SPRING 2013

March 12th – **Vote on 1st and 2nd Year Appointments, Effective 8/27/13**

- An appointment letter
- **Four copies** of the candidate's updated curriculum vita
- **Four copies** annual evaluation
- **Four copies** of the candidate's teacher evaluations (For 2nd year reappointments, if available)

April 16th – **Vote on Distinguished Lecturer Reappointments**

- An appointment letter
- Chairs report
- **Four copies** of the candidate's updated curriculum vita
- **Four copies** of annual evaluation

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 1st, 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.

Reminder: Please review the accompanying attached documents for detailed descriptions of the reappointment process.