

Tenure and Promotion Schedule 2012-2013

Use the procedures in the Left-Hand column and the corresponding dates in the center column for:

Candidates for Tenure only

Candidates for Tenure and Concurrent Promotion (typically to Associate Professor)

Use the procedures in the Right-Hand column and the corresponding dates in the center column for:

Candidates for Promotion* only

| Candidates for Tenure, including candidates being considered for concurrent promotion | | Candidates for Promotion who are NOT concurrently being considered for tenure |
|--|---------------------------------------|--|
| Consideration by Department beginning <i>This is the spring of the candidate's 6th year (if on the 7-year clock) or 4th year (if on the 5-year clock)</i> | 3/13/2012 | |
| Spring Break | 4/6/12-4/15/12 | Spring Break |
| | 4/16/2012 | Nominations to Department P&B and requests for consideration due no later than |
| Review packets sent to outside evaluators | 5/1/2012 | Preliminary review of credentials and notification to candidates by Department P&B no later than |
| | Between 5/1/2012 & 8/31/2012 | Promotion review packets sent to outside evaluators |
| External letters of review due <i>This is the beginning of the candidate's 7th year (if on the 7-year clock) or the 5th year (if on the 5-year clock)</i> | 8/31/2012 | |
| Department recommendations to School Deans with supporting materials | 9/10/2012 | |
| School of Social Work recommendations to SSW Graduate Committee | 9/10/2012 | |
| Notification of candidates by Department Chair | 9/10/2012 | |

* Please see the Provost's website (<http://www.hunter.cuny.edu/provost/reports-policies/procedures>) for procedures for candidates for CUNY Distinguished Professor

| Candidates for Tenure, including candidates being considered for concurrent promotion | | Candidates for Promotion who are NOT concurrently being considered for tenure |
|--|------------|--|
| School recommendations to the President and Provost | 10/2/2012 | |
| Four copies of candidates' vitae with supporting materials to Provost's Office | 10/2/2012 | |
| Candidates' publications due in Archives | 10/2/2012 | |
| President's report to FP&B on tenure and concurrent tenure and promotion | 10/16/2012 | |
| President charges Tenure Appeals Subcommittee | 10/16/2012 | |
| Appeals Subcommittee report to FP&B | 11/6/2012 | |
| | 11/8/2012 | External letters of review due no later than |
| Vote by FP&B on tenure and concurrent tenure and promotion | 11/13/2012 | |
| Vote by FP&B on tenure and concurrent tenure and promotion | 11/20/2012 | |
| Vote by FP&B on tenure and concurrent tenure and promotion (if necessary) | 11/27/2012 | |
| School Deans to retrieve publications from Archives | 11/30/2012 | |
| Candidates not recommended for tenure/reappointment must receive notification | 12/1/2012 | Final Department P&B recommendations and supporting material to School Dean and notification to all candidates |
| | 2/12/2013 | School recommendations to the President and Provost |
| | 2/12/2013 | Four copies of candidates' vitae with supporting materials to Provost |

| Candidates for Tenure, including candidates being considered for concurrent promotion | | Candidates for Promotion who are NOT concurrently being considered for tenure |
|--|---------------------------|---|
| | 2/19/2013 | All materials (including letters of recommendation) forwarded to Human Resources by Provost's Office for duplication and distribution |
| | 2/26/2013 2/26/2013 | Supporting material for all candidates filed with each Dean Candidates' publications submitted to Archives by Dean |
| | 3/19/2013 | President's report to FP&B on promotion |
| Spring Break | 3/25/2013-4/2/2013 | Spring Break |
| | 4/9/2013 | Vote by FP&B on promotion candidates |
| | 4/16/2013 | Vote by FP&B on promotion candidates |
| | 5/7/2013 | Vote by FP&B on promotion candidates (if necessary) |
| | 5/7/2013 | Deans' Offices to retrieve publications from Archives |
| | 5/7/2013 | Promotion decisions to Hunter's HR department by this date in order to get on the BoT's June agenda (for Sept 1 effective date) |
| Tenure in effect 9/1/2013 (Concurrent promotion in effect 8/27/13) <i>This is the beginning of the candidate's 8th year (if on the 7-year clock) or 6th year (if on the 5-year clock)</i> | 9/1/2013 | Promotion in effect 8/27/13 |

This schedule is intended as a guide – actual dates may vary.