

Tenure and Promotion Schedule 2015-2016

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>	3/10/2015	
	4/10/2015	Nominations to Department P&B and requests for consideration due no later than
Spring Break	4/3/15-4/11/15	Spring Break
Review packets sent to outside evaluators	5/1/2015	Preliminary review of credentials and notification to candidates by Department P&B no later than
	Between 5/1/2015 & 8/24/2015	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>	8/24/2015	
Department recommendations to School Deans with supporting materials	9/8/2015	
School of Social Work recommendations to SSW Graduate Committee	9/8/2015	
Notification of candidates by Department Chair	9/8/2015	

* 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	9/22/2015	
Four copies of candidates' vitae with supporting materials to Provost's Office	9/22/2015	
Candidates' publications due in Archives	9/22/2015	
President's report to FP&B on tenure and concurrent tenure and promotion	10/6/2015	
President charges Tenure Appeals Subcommittee	10/6/2015	
Appeals Subcommittee report to FP&B	10/20/2015	
	11/5/2015	External letters of review due no later than
Vote by FP&B on tenure and concurrent tenure and promotion	11/10/2015	
Vote by FP&B on tenure and concurrent tenure and promotion	11/17/2015	
Vote by FP&B on tenure and concurrent tenure and promotion	11/24/2015	
School Deans to retrieve publications from Archives	12/1/2015	
Candidates not recommended for tenure/reappointment must receive notification	12/1/2015	Final Department P&B recommendations and supporting material to School Dean and notification to all candidates
	2/9/2016	School recommendations to the President and Provost
	2/9/2016	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
	2/16/2016	All materials (including letters of recommendation) forwarded to Human Resources by Provost's Office for duplication and distribution
	2/23/2016 2/23/2016	Supporting material for all candidates filed with each Dean Candidates' publications submitted to Archives by Dean
	3/22/2016	President's report to FP&B on promotion
Spring Break	4/22/16-4/30/16	Spring Break
	4/5/2016	Vote by FP&B on promotion candidates
	4/19/2016	Vote by FP&B on promotion candidates
	5/3/2016	Vote by FP&B on promotion candidates (if necessary)
	5/3/2016	Deans' Offices to retrieve publications from Archives
	5/3/2016	Promotion decisions to Hunter's HR department by this date in order to get on the BoT's June agenda (for Aug. 25 effective date)
Tenure in effect 9/1/2016 (Concurrent promotion in effect 8/25/16) <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>	9/1/2016	Promotion in effect 8/25/16

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