

## Tenure and Promotion Schedule 2016-2017

**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

<b>Candidates for Tenure, including candidates being considered for concurrent promotion</b>		<b>Candidates for Promotion who are NOT concurrently being considered for tenure</b>
Consideration by Department beginning <i>(This is the spring of the candidate's 6<sup>th</sup> year (if on the 7-year clock) or 4<sup>th</sup> year (if on the 5-year clock))</i>	3/8/2016	
	4/8/2016	Promotion nominations to Department P&B and requests for consideration due no later than
<b>Spring Break</b>	<b>4/22/16-4/30/16</b>	<b>Spring Break</b>
Review packets sent to outside evaluators	5/1/2016	Preliminary review of credentials and notification to promotion candidates by Department P&B no later than
	Between 5/1/2016 & 8/24/2016	Promotion review packets sent to outside evaluators
External letters of review due <i>This is the beginning of the candidate's 7<sup>th</sup> year (if on the 7-year clock) or the 5<sup>th</sup> year (if on the 5-year clock)</i>	8/24/2016	
Department recommendations to School Deans with supporting materials	9/13/2016	
School of Social Work recommendations to SSW Graduate Committee	9/13/2016	
Notification of candidates by Department Chair	9/13/2016	

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

<b>Candidates for Tenure, including candidates being considered for concurrent promotion</b>		<b>Candidates for Promotion who are NOT concurrently being considered for tenure</b>
School recommendations to the President and Provost	9/20/2016	
Four copies of candidates' vitae with supporting materials to Provost's Office	9/20/2016	
Candidates' publications due in Archives	9/20/2016	
President's report to FP&B on tenure and concurrent tenure and promotion	10/25/2016	
President charges Tenure Appeals Subcommittee	10/25/2016	
	11/3/2016	External letters of review due no later than
Appeals Subcommittee report to FP&B	11/8/2016	
Vote by FP&B on tenure and concurrent tenure and promotion	11/15/2016	
Vote by FP&B on tenure and concurrent tenure and promotion	11/22/2016	
Vote by FP&B on tenure and concurrent tenure and promotion	11/29/2016	
School Deans to retrieve publications from Archives	11/29/2016	
Candidates not recommended for tenure/reappointment must receive notification	12/1/2016	
	12/15/2016	Final Department P&B recommendations and supporting material to School Dean and notification to all candidates
	2/14/2017	School recommendations to the President and Provost
	2/14/2017	Four copies of candidates' vitae with supporting materials to Provost

<b>Candidates for Tenure, including candidates being considered for concurrent promotion</b>		<b>Candidates for Promotion who are NOT concurrently being considered for tenure</b>
	2/14/2017	All materials (including letters of recommendation) forwarded to Provost's Office for distribution
	2/21/2017	Supporting material for all candidates will be uploaded onto SharePoint
	2/21/2017	Candidates' publications submitted to Archives by Dean's Office
	3/21/2017	President's report to FP&B on promotion
	4/4/2017	Vote by FP&B on promotion candidates
<b>Spring Break</b>	<b>4/10/17-4/18/17</b>	<b>Spring Break</b>
	4/25/2017	Vote by FP&B on promotion candidates
	5/2/2017	Vote by FP&B on promotion candidates (if necessary)
	5/2/2017	Deans' Offices to retrieve publications from Archives
	5/2/2017	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)
<b>Tenure in effect 9/1/2017</b> <b>(Concurrent promotion in effect 8/25/17)</b> <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>	<b>9/1/2017</b>	<b>Promotion in effect 8/25/17</b>

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