

HUNTER

The City University of New York

DATE: February 4, 2021
TO: Department Chairs
FROM: Valeda Dent, Acting Provost & Vice President for Academic Affairs
RE: Distinguished Lecturer & Clinical Professor Reappointments

As you know, Distinguished Lecturer and Clinical Professor reappointments will come before the Faculty Personnel & Budget Committee for discussion on April 13, 2021. In order to meet this deadline, I ask that you follow the steps below.

Department Administrator should open an Interfolio case by **2/8/2021**

Departmental P&B vote on allocated DL/CP lines by **3/22/2021**

Deans to move Interfolio cases to Provost Office by **4/2/2021**

Provost office to move Interfolio cases to FP&B committee by **4/6/2021**

Faculty Personnel and Budget Committee vote on **4/13/2021**

CC: Human Resources
Office of Legal Affairs