

Hunter College Office of the Provost

**Calendars for Tenure, Promotion, and Certificate of Continuous Employment
2022 – 2023**

Candidates for Tenure, Concurrent Tenure and Promotion (all ranks), and CCE

Consideration by Department begins for candidates in the 6 th year (if on tenure-track) or 4 th year (if on CCE line). Interfolio cases should be open for candidates	March 4, 2022
Review packets sent to outside evaluators through Interfolio.	May 2, 2022
External letters of evaluation due.	August 26, 2022
Department recommendations due to School Deans with supporting materials move through Interfolio. Notification of candidates by Department Chair.	September 21, 2022
School recommendations to the President and Provost. Two hard copies of candidates' materials should be forwarded to the Provost Office and cases should be moved through Interfolio to the Provost Office review step.	October 24, 2022
President charges Tenure Appeals Subcommittee.	November 1, 2022
Appeals Subcommittee report to FP&B.	November 8, 2022
Vote by FP&B on tenure, concurrent tenure and promotion, and CCE.	November 8, 15, 22, 29, 2022
Candidates not recommended for tenure/reappointment must receive notification.	December 6, 2022

Candidates for promotion only (not concurrent with tenure)

Nominations to Department P&B and requests for consideration due.	April 1, 2022
Preliminary review of credentials and notification by Department P&B. Promotion review packets sent to external evaluators.	May 2, 2022
External evaluator letters due.	November 1, 2022
Final Department P&B recommendations and supporting materials due to School Deans, and notification to all candidates. Division interviews scheduled at the request of candidate or P&B.	December 7, 2022
School recommendations to the President and Provost. Two copies of candidates' vitae with supporting materials on USB to Provost's Office.	February 8, 2023
All materials (including letters of recommendation) forwarded to Provost's Office for distribution via SharePoint.	February 15, 2023
Vote by FP&B on promotion candidates.	March & April 2023 (TBD)

**All Promotions and CCE are effective August 25, 2023;
Tenure is effective September 1, 2023**

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