

# HUNTER

The City University of New York

DATE: February 15, 2023  
TO: Department Chairs  
FROM: Manoj Pardasani, Acting Provost & Vice President for Academic Affairs  
RE: Distinguished Lecturer & Clinical Professor Reappointments

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As you know, Distinguished Lecturer and Clinical Professor reappointments will come before the Faculty Personnel & Budget Committee for discussion on April 18, 2023. In order to meet this deadline, I ask that you follow the steps below.

Department Administrator should open an Interfolio case by **2/21/2023**

Departmental P&B vote on allocated DL/CP lines by **3/24/2023**

Deans to move Interfolio cases to Provost Office by **3/31/2023**

Provost office to move Interfolio cases to FP&B committee by **4/7/2023**

Faculty Personnel and Budget Committee vote on **4/18/2023**

CC: Human Resources  
Office of Legal Affairs