This document provides the calendar and processes for reappointments for both five year and seven-year clocks, including dates for review and action by the Hunter Faculty Personnel & Budget Committee (FP&B).

NOTE: Every appointment requires a department vote every year.

**FALL 2023**

**October 3rd** – Approval of Appointments to **3rd Year**, Effective August 28, 2024

**Five Year (5) – Tenure/CCE Clock:** Lecturers, CLTs, Senior CLTs, and Chief CLTs initially appointed 8/25/22 will be eligible to be appointed to their third year of service, effective 8/28/24. **This appointment requires the Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

**Seven Year (7) – Tenure Clock:** Faculty members initially appointed 8/25/22 will be eligible to be appointed to their third year of service, effective 8/28/24. **This appointment requires a Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

*Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)*

By **September 26, 2023**, please submit:
- All 3rd-year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- Following approval, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.
October 3rd – Vote on Appointment to 4th Year, Effective August 28, 2024

Five Year (5) – Tenure/CCE Clock: Lecturers, CLTs, Senior CLTs, and Chief CLTs initially appointed 8/25/21 will be eligible to be appointed to their fourth year of service, effective 8/28/24. This appointment requires both Departmental and Divisional/School P&B votes.

Seven Year (7) – Tenure Clock: Faculty members initially appointed 8/25/21 will be eligible to be appointed to their fourth year of service, effective 8/28/24. This appointment requires a Departmental P&B vote. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals

Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)

By September 26, 2023, please submit:

- All 4th year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- Following approval, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.
October 17th – Vote on Appointments to 5th Year, Effective August 28, 2024

Five Year (5) – Tenure/CCE Clock: Lecturers, CLTs, Senior CLTs and Chief CLTs initially appointed 8/26/20, will be eligible to be appointed to their fifth year of service, effective 8/28/24. This appointment requires the Departmental P&B vote. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

Seven Year (7) – Tenure Clock: Faculty members initially appointed 8/26/20 will be eligible to be appointed to their fifth year of service, effective 8/28/24. This appointment requires both Departmental and Divisional/School P&B votes.

Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)

By October 10, 2023, please submit:
• All 5th year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
• All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
• Following approval, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.
October 24th – Vote on Appointments to 6th Year, Effective August 28, 2024

Seven Year (7) – Tenure Clock: Faculty members initially appointed 8/27/19 will be eligible to be appointed to their sixth year of service, effective 8/28/24. This appointment requires the Departmental P&B vote. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)

By October 17, 2023, please submit:

- All 6th year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- Following approval, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.
October 31st – Vote on Appointments to 7th Year, Effective August 28, 2024

Seven Year (7) – Tenure Clock: Faculty members initially appointed 8/25/18 will be eligible to be appointed to their seventh year of service, effective 8/28/24. **This appointment requires a Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

*Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)*

By **October 24, 2023**, please submit:
- All 7TH year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admins.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.

Note: For faculty who have been appointed to 7th Year – it’s mandatory that tenure dossiers be sent out to external evaluators in **Spring 2025**.
February 13, 2024 – Vote on 1st and 2nd Year Appointments

Faculty members in professorial titles eligible to be appointed to their first and second year of service effective 8/28/2024. These appointments require a Department P&B Vote.

By FEBRUARY 6, 2024, please submit:

- All 1st and 2nd year candidate materials and department P&B decisions required for reappointment must be uploaded and submitted on Interfolio.
- Following approval, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.

April 2, 2024 – Vote on Distinguished Lecturer Reappointments & Clinical Professors

Distinguished Lecturer and Clinical Professors eligible for reappointment, effective 8/28/2024. These appointments require a Department P&B Vote.

By March 26, 2024, please submit:

- All Distinguished Lecturer and Clinical Professor materials and department P&B decisions required for reappointment must be uploaded and submitted on Interfolio.
- Following approval, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to Karol Trochez.

Notes

1. If requested, a hard copy of all candidates’ materials should also be delivered to the Office of the Provost E1701.
2. For untenured faculty who were granted a leave of absence that caused a break in service, their tenure clocks are reset to year one, but the deadline for reappointment is December 1st, unless there is an agreement for an individual faculty member that specifies otherwise.
3. Instructor titles are neither Tenure nor CCE positions; nevertheless, they come before FP&B for reappointment consideration.
4. Dates may vary.