
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**.

(Tentative)
SPRING 2024

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.