

Hunter College Office of the Provost

**Calendars for Tenure, Promotion, and Certificate of Continuous Employment
2023 – 2024 - **DRAFT****

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 13, 2023
Review packets sent to outside evaluators through Interfolio.	May 1, 2023
External letters of evaluation due.	August 25, 2023
Department recommendations due to School Deans with supporting materials move through Interfolio. Notification of candidates by Department Chair.	September 20, 2023
School recommendations to the President and Provost. One hard copy of candidates' materials should be forwarded to the Provost Office and cases should be moved through Interfolio to the Provost Office review step.	October 23, 2023
President charges Tenure Appeals Subcommittee.	October 31, 2023
Appeals Subcommittee report to FP&B.	November 7, 2023
Vote by FP&B on tenure, concurrent tenure and promotion, and CCE.	November 7, 14, 21, 28, 2023
Candidates not recommended for tenure/reappointment must receive notification.	December 1, 2023

Candidates for promotion only (not concurrent with tenure)

Nominations to Department P&B and requests for consideration due.	April 3, 2023
Preliminary review of credentials and notification by Department P&B. Promotion review packets sent to external evaluators.	May 1, 2023
External evaluator letters due.	November 1, 2023
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 6, 2023
School recommendations to the President and Provost. One hard copy of candidates' vitae with supporting materials should be forwarded to the Provost Office.	February 7, 2024
All materials (including letters of recommendation) forwarded to Provost's Office review step for distribution.	February 14, 2024
Vote by FP&B on promotion candidates.	March & April 2024 (TBD)

**All Promotions and CCE are effective August 28, 2024;
Tenure is effective September 1, 2024**

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