

# HUNTER

The City University of New York

DATE: October 12, 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 9, 2024. In order to meet this deadline, I ask that you follow the steps below.

Department Administrator should open an Interfolio case by **2/6/2024**

Departmental P&B vote on allocated DL/CP lines by **3/5/2024**

Deans to move Interfolio cases to Provost Office by **3/22/2024**

Provost office to move Interfolio cases to FP&B committee by **3/29/2024**

Faculty Personnel and Budget Committee vote on **4/9/2024**

CC: Human Resources  
Office of Legal Affairs