

## Calendar for Reappointment with the Certificate of Continuous Employment (CCE)

### 2025 Candidates in Lecturer Titles

## :: Candidate ::

#### Tuesday, January 16, 2024

The Provost's Office for Faculty and Administration notifies all certificate of continuous employment (CCE) candidates by e-mail with details about the administrative process and deadlines. You will be sent the guidance documents and the related materials.

Candidates must use the up-to-date Brooklyn College forms when preparing their materials.

**Note:** Additional information can be found on the [P&T/CCE webpage](#).

#### Friday, March 1, 2024

The Interfolio "cases" will be created by this date and made available to candidates and their department chairs. You can begin uploading your materials and organizing your packet. A recorded training session and other resources to help you navigate Interfolio RPT and Dossier will be provided.

*You are encouraged to share a draft of your Personal Statement with your department chair and/or other mentors ahead of the deadline below for feedback.*

#### Friday, August 30, 2024

By this date, you must complete uploading and organizing your Interfolio RPT packet according to the sections provided. This needs to be an accurate reflection of your complete and up-to-date record. Your packet is what the various committees and the president will see when reviewing your case.

- Curriculum vitae
- Personal Statement
- Letters of Commendation
- Publications/Creative Works
- Letters from Publishers
- Grants

- Awards and Honors
- Other Academic/Professional Information
- Teaching Portfolio (Optional)

According to the PSC/CUNY Collective Bargaining Agreement, lecturers shall not be required to have a research commitment ([Article 18](#), Professional Evaluation). You will be reviewed for CCE primarily on your teaching and service.

Your packet will be fully locked after this date.

**Hardcopy Personnel Files:**

Prior to this date, your hardcopy Personnel File must also be in order (refer to current [checklist](#)). While the review committees will primarily review your materials via Interfolio, the physical files must also be complete. What is available in Interfolio must be considered an electronic duplicate. Furthermore, committee members will have the option to review your hardcopy files on campus. Please work with your chair to ensure everything is in order.

**September through November**

The candidate will receive letters from the review committees at each level, communicating their decision to recommend or not recommend for CCE.

On or before December 1, the President informs the candidates and chairpersons of her final recommendations to the CUNY Board of Trustees. These recommendations are transmitted to the Board during the Spring semester and confirmation of Board approval will be sent to the candidate by the summer 2025.

**Fall 2025**

Successful reappointments with CCE take effect.

## :: Department Chair ::

Friday, January 12, 2024

The Provost's Office for Faculty and Administration sends the chairs a list of CCE candidates via e-mail with details about the administrative process and deadlines.

**Note:** Additional information can be found on the [P&T/CCE webpage](#).

Friday, March 1, 2024

The Interfolio "cases" will be created by this date and made available to candidates and their department chairs. You and/or the authorized administrative staff member can begin uploading materials and organizing materials in the candidate's packet. The recording of the training sessions and other resources to help you navigate Interfolio will be provided.

Triennial Election Week – May 6 to 10, 2024

Departments scheduled for triennial elections elect a tenured full professor or tenured associate professor, not the Department Chairperson, to serve on the School Promotion and Tenure Review Committee. Departments not due for triennial elections would elect a replacement committee member if the position has become or is expected to become vacant. The term of service will parallel the triennial department elections. The names of the elected faculty members are forwarded to the Provost's Office for Faculty and Administration no later than May 10, 2024, by the close of the business day.

Friday, August 30, 2024

By this date, the Chair will complete uploading and organizing the following items in the candidate's Interfolio RPT packet according to the sections provided:

- Annual Conference Reports
- Observation and Post-Observation Conference Reports
- Student Evaluation of the Faculty Reports
- Brooklyn College Correspondence
- Multiple Position Reports
- Workload/Work Schedules
- Chairperson's Report (optional)
- Current Job Description (optional)

This is also the deadline for the candidate to complete uploading and organizing their packet of materials.

The packet will be fully locked after this date.

**Hardcopy Personnel Files:**

Prior to this date, you should also work with the candidate to ensure their hardcopy personal file is in order (refer to **current [checklist](#)**). What is available in Interfolio must be considered an electronic duplicate. Furthermore, committee members will have the option to review the hardcopy files on campus.

**Tuesday, September 3, 2024**

By this date, the Chair **sends the case forward** to make the candidate's packet available to the Department Appointments Committee for review.

**Monday, September 16, 2024**

All voting at the department level must be completed by this date. **See the Committee and President Review Calendar below for more details.**

**Wednesday, September 18, 2024**

The candidate's complete personnel files (hardcopy personal and administrative files) must be delivered to the appropriate Dean's Office by this date. The candidate should **not** be involved in relocation of these files.

## :: Committees and Presidential Review ::

### Department Committees

**Tuesday, September 3, 2024**

By this date, the Chair will **send the case forward** in Interfolio RPT to make the candidate's packet available to the Department Appointments Committee for review. Committee members will receive a notification.

While all necessary materials are available via Interfolio, you may coordinate with the department chair if you wish to review the hardcopy files.

**Monday, September 16, 2024**

The Department Appointments Committee completes their actions by this date. The committee notifies the candidate in writing of its decision to recommend or not to recommend.

Reports of the committee's votes (i.e., completed ballot summary report) should be sent to the Chairperson of the College-wide P&T Committee, care of the Provost's Office for Faculty and Administration.

These reports and a copy of the letters sent to the candidate are uploaded by the Department Chair as required committee documents in Interfolio RPT. These will not be visible to the candidate.

By this date, the Chair will **send the case forward** in Interfolio RPT to make the candidate's packet available to the School P&T Committee and College-wide P&T Committee for review.

## School Promotion and Tenure Committees

**Friday, May 17, 2024 (10:30 a.m.–1 p.m.)**

Charge Meeting – The Chairperson of the College-wide P&T Committee and the Associate Dean for Faculty and Administration will meet with the members of the School Promotion and Tenure Review Committees to charge them with their responsibilities and describe the procedures to be followed.

**Wednesday, July 31, 2024**

The School Promotion and Tenure Review Committees complete the scheduling of activities for the Fall 2024 semester. The chair of each committee forwards this schedule to the Provost's Office for Faculty and Administration.

**Wednesday, September 18, 2024**

Before this date, Chairs will send their department's cases forward in Interfolio RPT to make the candidates' packets available to your committee. Committee members will receive a notification.

While all necessary materials are available via Interfolio, you may coordinate with the appropriate dean's office if you wish to review the hardcopy files. They should be available on or about September 20. Contact the dean's offices for their schedule of availability.

**Wednesday, October 16, 2024**

After reading the candidates' files each School Promotion and Tenure Review Committee confers with its respective dean, deliberates, and then votes. The Committee will then notify each candidate in writing of its decision to recommend or not to recommend.

No later than this date, each School Promotion & Tenure Review Committee submits a brief report of its actions, including a tally of the votes, signed by each member of the committee, to the Chairperson of the College-wide P&T Committee, care of the Provost's Office for Faculty and Administration.

**Friday, October 18, 2024**

By this date, the School Promotion and Tenure Review Committee Chair uploads the committee reports and a copy of the letters sent to the candidate in order to complete the required committee documents in Interfolio RPT. These will not be visible to the candidate.

**Note:** The case will not be sent forward to the next step until after the College-wide P&T Committee completes their review. The School P&T Committee is finished in Interfolio RPT once the required documents are submitted.

## College-wide Promotion and Tenure Committee

Wednesday, September 18, 2024

Before this date, Chairs will send their department's cases forward in Interfolio RPT to make the candidates' packets available to your committee. Committee members will receive a notification.

While all necessary materials are available via Interfolio, you may coordinate with the appropriate dean's office if you wish to review the hardcopy files. They should be available on or about September 20. Contact the dean's offices for their schedule of availability.

Tuesday, October 29 and Thursday, October 31, 2024

The College-wide P&T Meeting – The committee interviews the chair of each School Promotion and Tenure Review Committee and votes on all candidates. The Committee will then notify each candidate in writing of its decision to recommend or not to recommend.

Friday, November 1, 2024

By this date, the Chair of the College-wide P&T Committee (or designee) uploads the Ballot Summary Reports and a copy of the letters sent to the candidate must be uploaded in order to complete the required committee documents in Interfolio RPT. These will not be visible to the candidate.

Once this documentation is added, the committee chair or designee will then **send the case forward** to make the candidate's packet available for the "President Review" step.

## President Review

Wednesday, September 18, 2024

Before this date, Chairs will send their department's cases forward in Interfolio RPT to make the candidates' packets visible to you.

While you are not a member of either the School or College-wide committees, you will be able to view the candidates' packets after the departments have completed their work. The Provost and the Deans (for candidates in their schools) will also have this same "early" access.

You will receive an *additional* notification when the cases are sent forward after College-wide P&T Committee activities are completed, but your viewing access will not have changed.

While all necessary materials are available via Interfolio, you may coordinate with the appropriate dean's office if you wish to review the hardcopy files.

On or before December 1, 2024

The President informs the candidates and Chairpersons of her recommendations in writing.

Monday, January 6, 2025

The President (or designee) uploads documentation of the president's decision in order to complete the required committee documents in Interfolio RPT.

Once this documentation is added, the president or designee should then **send the case forward** to make the candidate's packet available for the "Case Finalization" step.

Spring 2025

The President's recommendations on CCE are sent to the CUNY Board of Trustees for approval.

Fall 2025

Successful reappointment with CCE takes effect.