Calendar for Reappointment with Tenure and Promotion to Senior or Chief College Laboratory Technician

2025 Candidates in CLT Series Titles

:: Candidate ::

Wednesday, January 10, 2024

No later than this date, all College Laboratory Technicians/Senior College Laboratory Technicians must notify the College via the WebCentral portal whether they do or do not wish to be considered for promotion. NO LATECOMERS ACCEPTED.

Tuesday, January 16, 2024

The Provost's Office for Faculty and Administration notifies all tenure and promotion 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 current Brooklyn College forms when preparing their materials.

Note: Additional information can be found on the P&T/CCE webpage.

Friday, February 16, 2024

Promotion Candidates Only

Important Note to CLTs: Promotion to higher title is not a reward for excellent work performance. It is based on the development of a new/upgraded position that has met the University's standard for the title sought and the qualities of the candidate. Unlike professorial promotion, the College must approve a newly developed or greatly expanded job description before this position at the higher rank can be established and a candidate can be considered for promotion into that position.

If a new higher rank position cannot be supported, the Department Chairperson (or area head) should inform all applicants in writing. **In this case, the process stops here**.

If the Department Appointments Committee (or area head) determines that a Senior CLT or Chief CLT position *can* be supported, **the process continues**.

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. The recording of the 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 area head prior to 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*
- Grants*
- Awards and Honors*
- Other Academic/Professional Information*

*Not required for CLTs; however, if available, they contribute to the whole of the candidate's record at Brooklyn College and should be included in the file.

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 should be considered an electronic duplicate. Furthermore, committee members will have the option to review your hardcopy files on campus. Please work with your chairperson (or area head) 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 the candidate for tenure and/or promotion.

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

Fall 2025

Successful promotion and tenure take effect.

:: Department Chair/Area Head ::

Friday, January 12, 2024

The Provost's Office for Faculty and Administration sends the chairs lists of the tenure and promotion candidates by e-mail with details about the administrative process and deadlines.

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

Friday, February 16, 2024

Promotion Candidates Only

The Department Chairperson and the Department Appointments Committee review the list of promotion candidates and determine whether a Senior CLT or Chief CLT position can be supported by the department.

Where the candidate is from a **non-academic department,** the area head must determine whether a Senior CLT or Chief CLT position can be supported by the area/department.

Note: It must be emphasized that CLT promotion is based on the development of a new/upgraded position, as well as the need of the department/area.

If a new higher rank position cannot be supported, the Department Chairperson (or area head) must inform all promotion applicants in writing. **In this case, the process stops here**.

If the Department Appointments Committee (or area head) determines that a Senior CLT or Chief CLT position *can* be supported, **the process continues**.

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.

Friday, March 15, 2024

Promotion Candidates Only

The chairperson, in consultation with the Department Appointments Committee (or in **non-academic areas**, the area head) prepares a proposed job description for the senior college laboratory technician or chief college laboratory technician position and forwards it to the Office of Human Resource Services for review and approval.

Thursday, May 2, 2024

For candidates in non-academic areas: In lieu of a School Promotion and Tenure Committee, the College-wide P&T Committee convenes during the monthly CAP meeting and, if it has not already done so, chooses three tenured faculty members to serve on a Subcommittee on Promotion for College Laboratory Technicians in Non-Academic Departments, with two administrators appointed by the President. This committee considers the candidates for promotion to both senior and chief college laboratory technician.

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 chairperson (or area head) will complete uploading and organizing the following items in the candidate's Interfolio RPT packet according to the sections provided:

- Annual Evaluation Reports (Regardless of tenure status)
- Chairperson/Area Head's Letter (Promotion Only)
- Observation and Post-Observation Reports (Teaching)*
- Student Evaluation of the Faculty Reports*
- Current Job Description
- Brooklyn College and Other Correspondence
- Multiple Position for Non-Teaching Staff
- Current Work Schedule
- Proposed Job Description (Promotion Only)
- Human Resources Approval (Promotion Only)
- Department Organization Chart (Promotion Only)

***Not required for CLT promotion and/or tenure. However, if these documents are available, they should be uploaded and added to the personnel file.

This is also the deadline for the candidate to complete their work uploading and organizing their packet 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 checklists**). What is available in Interfolio should be considered an electronic duplicate. Furthermore, committee member will have the option to review the hardcopy files on campus.

Tuesday, September 3, 2024

Academic Departments Only

By this date, the Chair should **send the case forward** to make the candidate's packet available to the Department Appointments Committee and/or Promotions Committee for review.

Monday, September 16, 2024

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

Non-Academic Areas Only
The area head completes all actions by this date, and notifies the candidate in writing of the decision to recommend or not to recommend.

A report of the area head's recommendation should be sent to the Chairperson of the College-wide P&T Committee, care of the Provost's Office for Faculty and Administration.

The report and a copy of the letter(s) sent to the candidate are uploaded as into Interfolio RPT. The report will not be visible to the candidate.

By this date, the area head will **send the case forward** in Interfolio RPT to make the candidate's packet available to the Subcommittee on Promotion and/or Tenure for CLTs in non-Academic Departments and College-wide P&T Committee for review.

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. In **non-academic areas**, the files are to be delivered to the Provost's Office for Faculty and Administration.

The candidate should **not** be involved in relocation of these files.

:: Committees and Presidential Review ::

Department Committees

Tuesday, September 3, 2024

Academic Departments Only

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 and/or Promotions 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

Academic Departments Only

The Department Appointments Committee (tenure) and the Department Promotions Committee (promotion) complete their actions by this date. Each committee notifies the candidate in writing of its decision to recommend or not to recommend.

Reports of each 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. – 1:00 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 and the Subcommittee on Promotion for College Laboratory Technicians in non-Academic Departments to charge them with their responsibilities and describe the procedures to be followed.

Wednesday, July 31, 2024

The School Promotion and Tenure Review Committees (and the Subcommittee on Promotion and Tenure College Laboratory Technicians in non-Academic Departments) complete the scheduling of activities for the Fall 2023 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 (area heads) 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, on or before September 20, the hardcopy files of academic CLTs will be available within the appropriate dean's office. **Non-academic** files will be in the Provost's Office for Faculty and Administration, 3227B. Contact the relevant 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.

After reading the candidates' files, the subcommittee on Promotion and Tenure for College Laboratory Technicians in non-Academic Departments will deliberate and then vote.

No later than this date, each 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. The Committee will then notify each candidate in writing of its decision to recommend or not to recommend.

Friday, October 18, 2024

By this date, the School Promotion and Tenure Review Committee (and the Subcommittee on Promotion and Tenure for College Laboratory Technicians in non-Academic Departments) 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. The reports 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 (or area heads) 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, on or before September 20, the hardcopy files of academic CLTs will be available within the appropriate dean's office. **Non-academic** files will be in the Provost's Office for Faculty and Administration. Contact the relevant 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 the Subcommittee on Promotion and Tenure for College Laboratory Technicians in non-Academic Departments) 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. The votes 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 (area heads) 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-level 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 tenure are sent to the CUNY Board of Trustees for approval.

Fall 2025

Successful promotion and tenure take effect.