

Calendar for Reappointment with Tenure and  
Promotion to Associate Professor  
2025 Candidates in Professorial Titles

:: Candidate ::

Wednesday, January 10, 2024

No later than this date, all Assistant Professors 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

Provide the following to your department chair (via e-mail or similar; *not* via Interfolio):

- Supplementary College Form
- Curriculum vitae (near final draft)
- Personal Statement (better-than-rough draft)

The finalized **Supplementary College Form** is due on this date. This is needed by the chair to develop, in consultation with the Appointments Committee, their own list of external evaluators. (See Department Chair Calendar below for more details.)

Also, by this date, we highly recommend submitting to your chair near final drafts of your **Curriculum Vitae** and **Personal Statement** for review *before* you upload the final versions that will be sent to the external reviewers. If you do not provide it, your chair may still request your CV to help facilitate the selection of external reviewers. **March 18 is the hard deadline for the final version of these items.**

### 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.

### Friday, March 8, 2024

To give your chair the opportunity to ensure the correct materials will be shared with external evaluators, provide a list of your scholarly publications and/or creative works by this date.

**Tenure:** All scholarly publications and/or creative works completed since your initial appointment to Brooklyn College in a tenure-track position.

**Promotion to Associate Professor:** All scholarly publications and/or creative works completed in your current rank.

**Note:** Only items published or accepted for publication may be sent to evaluators. Works in progress may not be sent but should be listed on the curriculum vitae and may be placed in the candidate’s personal file/uploaded to Interfolio for internal review. Review the *CAP Guidelines, Policies, and Procedures for Promotion and Tenure of Faculty* document for more information.

### Monday, March 18, 2024

By this date, you must upload the following items to your Interfolio RPT packet.

- Curriculum vitae
- Personal Statement
- All publications and/or creative work on the list described above
- Supplementary College Form

This is the deadline to upload all materials that will be sent to external reviewers. While the chair may accommodate a particular external evaluator’s request for a hardcopy set of materials, the primary method is via the Interfolio mechanism.

Make sure to clearly label and order your items in Interfolio to make matching up with your list as straightforward as possible. This will also reduce impediments for the external reviewers.

**Important Note:** After March 18, you must not delete any of the above items. In advance of the August deadline below, you may provide updated materials (e.g., a new CV reflecting additional information or activities). You can upload an additional document/item, clearly labeled “REVISED” and dated into your Interfolio packet.

## 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.

- Letters of Commendation
- Publications/Creative Works
- Letters from Publishers
- Grants
- Awards and Honors
- Other Academic/Professional Information
- Teaching Portfolio (Optional)

Your CV, your personal statement, your scholarship sent to external evaluators, and the Supplementary College Form will have already been uploaded by the March deadline. However, see the note above if you wish to provide revised/updated materials. Do not delete items uploaded before the March deadline; add a new item.

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 tenure and/or promotion.

On or before December 1, the President informs the candidates and chairs 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 promotion and tenure take effect.

## :: Department Chair ::

Friday, January 12, 2024

The Provost's Office for Faculty and Administration sends the chairpersons lists of tenure and promotion 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.

Tuesday, March 5, 2024

The Department Chair, after full consultation with members of the Departmental Appointments Committee, compiles a list of five (5) names (including rank, complete mailing addresses, e-mail addresses, and phone numbers) of external evaluators, distinct from the names submitted by the candidate. **Candidate must submit their Supplemental College Form to you by February 16.**

It is recommended that Chairs confirm with the prospective evaluators their availability and willingness to serve before submitting their Chair's List. The completed list must be sent to the Provost's Office for Faculty and Administration no later than March 5, 2024.

A copy of the chair's list must be placed in the Administration File and uploaded to the **Internal Case Section** on Interfolio, where it is not visible to the candidate.

Friday, March 22, 2024

After selecting two (2) names from the candidate's list and two (2) from the chair's list, the Chair obtains the consent of the selected individuals to serve as external evaluators – usually informally by phone or e-mail.

Once consent is confirmed, the Chair sends formal letters of request to the evaluators along with the candidate's materials, including their curriculum vitae and personal statement, **via the Interfolio RPT External Evaluations request mechanism**. **See candidate's March 8 deadline above and the CAP Guidelines document for more guidance about what should be sent to external evaluators.** The Chair's letter must give the external evaluator a deadline to submit their responses by Thursday, May 30, 2024.

If there are any difficulties related to the external evaluators, please coordinate closely with the Provost's Office for Faculty and Administration to make adjustments or accommodations. All

materials should be sent out by March 22, 2024. **Candidates are given a deadline of March 18 to upload to their Interfolio packet all materials required for external review.** Copies of the letters to the external evaluators should be added to the administration file.

**Note:** If the candidate is seeking promotion and tenure in the same round, the Chair need only solicit four external evaluators. However, the requests must clearly state that the faculty is a candidate for both personnel actions.

#### 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.

#### Thursday, May 30, 2024

By this date, all external evaluations should be received. If an evaluator's response was returned to you outside of the Interfolio mechanism, make sure to upload their letter/report to the Internal Section ("External Evaluations"), where they will not be visible to the candidate.

#### 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
- Dean's Third-Year Review
- Brooklyn College Correspondence
- Multiple Position Reports
- Workload/Work Schedules
- Chairperson's Report (optional)
- Current Job Description (optional)
- External Evaluation Letters/Reports (not submitted directly through Interfolio)

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 [checklists](#)**). 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 and/or Promotions 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 Chairperson 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

The Department Appointments Committee (tenure) and the Department Promotion to Associate Professor Committee 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 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 tenure are sent to the CUNY Board of Trustees for approval.

Fall 2025

Successful promotion and tenure take effect.