

QUEENS COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

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OFFICE OF THE PROVOST

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To:	Deans, Department Chairpersons, School and Departmental Assistants		
From:	Interim Provost Patricia Price	Date:	July 1, 2024
Re:	Tenure, Promotion and CCE Schedule for Fall 2024		
C:	Frank H. Wu, President		

CCE applications and promotions approved during this cycle will be effective as of August 25, 2025

Tenure applications approved during this cycle will be effective as of September 1, 2025.

Departments with professorial faculty, College Laboratory Technicians (CLTs), and Lecturers who are eligible for Tenure, Promotion, or CCE to be effective as referenced above: Advise all candidates to update their curriculum vitae to incorporate all significant scholarly and professional achievements in their Faculty 180 accounts (F180 on the Interfolio website). Recommendations for Tenure, Promotion, and CCE will be reviewed by the Departmental Personnel and Budget Committee (P&B), the School Advisory Committee (“Caucus”), the Sub-Committee on Tenure, CCE, and Promotion (the “Committee of Seven”), the College-wide P&B and the President. Recommendations for CLT tenure only must also be reviewed by the CLT committee, after the Caucus and before the Committee of Seven.

Preparing for external review (Spring of 2024)

Faculty materials sent to external reviewers must have been updated in Faculty 180 accounts by **March 29, 2024**. Faculty should have also given their Chair a list of 4-6 possible external reviewers by this date.

A Reappointment, Promotion, Tenure (RPT) case must be created for each candidate (on the Interfolio website). Requests to external reviewers are made by the Dean through RPT, and submitted letters appear in the RPT case for each candidate. Reviewers are asked to submit their letters by about the third week of **August 2024**.

The review schedule for the Fall is as follows:

By Wednesday, September 4, 2024— Department P&B votes:

- Department P&B Committees will have reviewed the credentials and external letters of review of all persons eligible for Tenure, Promotion, or CCE. This information is available in the Reappointment, Promotion, Tenure (RPT) case for each candidate (on the Interfolio website). Note that the details of the P&B vote are confidential. The Chair informs the candidates and the respective Dean of the recommendations only, positive or negative.
- For those candidates not recommended for Tenure, Promotion, or CCE, it must be determined if the candidate wishes to initiate the process of appeal. While not formally required, it is often the case that management of appealed cases is taken over by the Dean.
- The Department P&B and the Chair must prepare their respective reports for positive cases and negative cases that will be considered on appeal.
- Information about the required reports is outlined [here](#). It is also described in the directions found on the RPT case form.

By Monday, September 16, 2024—Dean’s Review:

- Chairs will have uploaded all required materials to the RPT case (as described in the instructions found within RPT and also described in the above link) for all candidates who are seeking Tenure, Promotion, or CCE. The Dean will review the cases and return to the Chair for correction/clarification.

By Monday, September 23, 2024—Caucus Review:

- The RPT case for all candidates who are seeking Tenure, Promotion, or CCE will be complete. The Dean will forward the completed RPT cases to all the Chairs in the Caucus of the School for their review.
- The meeting of the Caucus to determine the official recommendations must occur on or before **October 4, 2024**.

By Friday, October 4, 2024—Forward to the Provost and Committee of Seven:

Deans will have uploaded the results of the Caucus review to the RPT cases of the various candidates. The cases are then forwarded to the Committee of Seven and the Provost.

Tuesday, October 8 – Friday, October 25, 2024—Begin Committee of Seven Review:

Review of all materials associated with the cases by Committee of Seven members. These materials are all available in the RPT case for each candidate.

Monday, October 28 – Friday, November 1, 2024—Committee of Seven Meeting:

The Committee of Seven meets with the academic Deans, reviews the cases for Tenure, Promotion, or CCE, and determines its recommendations.

By Wednesday, November 6, 2024—Forward to the College-wide P&B:

The College-wide P&B is notified of recommendations made by the Committee of Seven, and these are uploaded to RPT. The RPT cases are then forwarded to the complete membership of the College-wide P&B.

Wednesday, November 6 – Tuesday, November 19, 2024 - College P&B Review: Period for the College-wide P&B review of candidates’ materials.

Wednesday, November 20, 2024— College P&B Vote: The College-wide P&B votes on Tenure, Promotion, or CCE. Final votes and President’s recommendation are uploaded to RPT, and the RPT cases are closed.