

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 Department Assistants		
From:	Interim Provost Patricia Price	Date:	July 1, 2024
Re:	Promotion Schedule for Spring 2025		
C:	Frank H. Wu, President		

Promotions approved during this cycle will be effective as of **August 25, 2025**

Departments with full-time faculty who choose to apply for Promotion to be effective as of August 25, 2025: Advise all candidates to update their curriculum vitae to incorporate all significant scholarly achievements in their Faculty 180 accounts (F180 on the Interfolio website).

Recommendations for Promotion will be reviewed by the Department 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.

Preparing for external review (Fall of 2024)

Faculty materials to be sent to external reviewers must be updated in Faculty 180 accounts by October 31, 2024. Faculty should also give 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 January 2025.

The review schedule for the Spring is as follows:

By Monday, February 10, 2025 – Department P&B votes:

- Department P&B Committees will have reviewed the credentials and external letters of review of all persons eligible for Promotion. This information is available in the Reappointment, Promotion, Tenure (RPT) case for each candidate (on the Interfolio website). Note that the details of the Department P&B vote are kept confidential. The Chair informs the candidates and the respective Dean of the recommendations only, positive or negative.
- For those candidates not recommended for Promotion, it must be determined if the candidate wishes to initiate the process of appeal (full Professor only). 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, February 24, 2025 - 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 Promotion. The Dean will review the cases and return to the Chair for correction/clarification.

By Monday, March 3, 2025 - Caucus Review:

- The RPT case for all candidates who are seeking Promotion 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 March 14, 2025.

By Friday, March 14, 2025 - 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.

Monday, March 17 – Friday, April 4, 2025 - Begin Committee of Seven Review:

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

Monday, April 7 – Thursday, April 11, 2025 - Committee of Seven Meeting and Review:

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

By Tuesday, April 15, 2025—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, April 16 - Tuesday, May 20, 2025 – College P&B Review: Period for the College-wide P&B review of candidates’ materials.

Wednesday, May 21, 2025 – College P&B Vote: The College-wide P&B votes on Promotions. Final votes and President’s recommendation are uploaded to RPT, and the cases are closed.