

Fall 2023 Up for Action: Tenure/Promotion detailed timeline

Action Steps, Phase II: Preparation and Submission of Materials to the Personnel File	
FIDO access opened to Faculty Candidates. Candidates can begin uploading their relevant materials to FIDO as of this time until the file closes.	Monday, 6/5/2023
Candidate reviews and updates digital personnel file available in FIDO. <i>*VPN access is required to access FIDO off-campus.</i>	Monday, 6/5/2023 through Friday, 9/8/2023
Candidate's Spring 2023 Peer Teaching Observations and Post Observations should be completed, reviewed, signed and submitted via e-mail to Faculty Services facultyservices@jjay.cuny.edu . <i>*Department Chairs upload electronic copies of Fall 2022 & Spring 2023 evaluations to FIDO as indicated below.</i>	by Wednesday 5/31/2023
Candidate Works on Form C. Candidate shares progress with Chairperson throughout the summer until the formal file closing date.	Monday, 6/5/2023 through Friday, 9/8/2023
FIDO upload access opened to Chair. Candidate's Chair uploads the following materials to FIDO: Completed Chair's Annual Evaluation Memorandum. Written by Chair, signed by both Candidate and Chair. Completed Fall 2022/ Spring 2023 Peer Observations of Teaching and Post Observations of Teaching. <i>See FPPG, I.D: Annual Conference Memorandum</i>	Monday, 6/5/2023 through Friday, 9/08/2023* *FIDO upload access closes 11:59 pm

Fall 2023 Up for Action: Tenure/Promotion detailed timeline

Action Steps, Phase III: Form C Submission & Final Check of Personnel File	
Candidates check FIDO to ensure that all relevant documents have been uploaded (<i>recommended</i>).	Mid-August through 9/8/2023
Contractual last day to add any materials to Candidate’s Personnel File. *The Provost expects submission of all relevant evidence for your reappointment, tenure/CCE/promotion as expressed in the Faculty Personnel Process Guidelines and the CUNY-PSC contract by the <u>second week of September</u> .	Friday, 9/8/2023 *FIDO closes at 11:59 PM
PERSONNEL ACTION REVIEW PROCESS	
Department Personnel & Budget Committee meetings to review Fall 2023 personnel actions FIDO access opened to Departmental and College Personnel Committees (Dept. P&B, FPC)	September 2023 (after 9/15/2023)
Departmental Personnel & Budget Committee votes on Reappointment, Tenure, CCE and Promotion due to Provost's Office	September – October 2023
FPC Review Committee meetings to review Fall 2023 personnel actions	October – November 2023
FPC Review Committee votes on Reappointment, Tenure, CCE and Promotion due to Provost's Office	October – November 2023
Faculty Candidates notified of action outcome by letter	by Sunday, 12/01/2023
Personnel Action goes into effect	Reappt and Promotion: 8/25/2024 CCE and Tenure: 9/1/2024