

Generic Timeline: Second - Sixth Reappointment & Lecturer Certificate of Continuous Employment

Preparation and Submission of Materials to the Personnel File	
Spring Peer Teaching Observations conducted.	by Early April
FIDO access opened to faculty candidates. Candidates can begin uploading their relevant materials to FIDO as of this date until the file closes (second week of September).	Mid-April
Peer Teaching Observations and Post Observations should be completed, reviewed, signed and submitted to Provost's Office.	by Late May
Work on Form C. Candidate shares progress with Chair throughout the summer until the formal file closing date.	Late May through 1st week of September
Candidate reviews hard copy personnel file (held by Provost's Office) for additional materials to be extracted and uploaded to FIDO. To make an appointment to review your personnel file, e-mail academicaffairs@jjay.cuny.edu .	Early June through 2nd week of September
Candidate's chair provides Chair's Annual Evaluation Memorandum to Provost's Office for inclusion in Provost Office file. Written by Chair, signed by both Candidate and Chair. <i>See FPPG, I.D: Annual Conference Memorandum</i>	Early July (recommended) ----- 1st week of September (required)
Candidate's chair uploads specific documents to FIDO. <ul style="list-style-type: none"> • Chair's Annual Evaluation Memorandum • Fall & Spring Peer Teaching Observations 	by 1st week of September
Candidates check FIDO to ensure that all relevant documents have been uploaded (recommended).	Mid-August through 1st week of September

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<p>Candidate provides 1 hard copy each of the following documents to the Provost's Office:</p> <ul style="list-style-type: none"> • Candidate's completed and signed Form C. (1 copy) • Candidate's Curriculum Vitae (1 copy) 	<p>1st week of September</p>
<p>Contractual last day to add any materials to your Personnel File (hard copy file and FIDO).</p> <p>*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 second week of September.</p>	<p>2nd week of September</p>
<p>PERSONNEL ACTION COMMITTEE REVIEW PROCESS</p>	
<p>Department Personnel & Budget Committees meet to review Fall personnel actions.</p> <p>FIDO access opened to Faculty Personnel Committee (FPC)</p>	<p>September through October</p>
<p>Department Personnel & Budget votes on Reappointment/Tenure/CCE/Promotion due to Provost's Office</p>	<p>September through November</p>
<p>FPC Review Committees meet to review Fall personnel actions</p>	<p>October through November</p>
<p>FPC Review Committee votes on Reappointment/Tenure/CCE/Promotion due to Provost's Office</p>	<p>October through November</p>
<p>Faculty Candidates notified of outcome by letter.</p>	<p><u>prior to</u> December 1st</p>