

Generic Timeline: Tenure, Early Tenure and/or Promotion

Action Steps, Phase I:	
Evaluator Selection and Creation of Scholarship Packets	
<p>Faculty up for tenure/early tenure and/or considering promotion must formally notify the Provost of their intent to apply. Intent to apply declared via email notification to the Provost CCing Manager of Faculty Services and the candidate’s chair. CV must be attached.</p> <p><i>FPPG, II.A.14: “Promotion and/or early tenure candidates may withdraw at any point in the personnel process. When a candidate withdraws, votes taken up to that point remain part of the File.”</i></p>	by March 15
<p>Candidates and their Chairs confer re potential evaluators; Chairs send out evaluation requests to 4-6 potential evaluators.</p> <p><i>See FPPG, I.C: Outside Letters of Evaluation for complete details on evaluator selection.</i></p>	<u>prior to April 15</u>
<p>Promotion/Tenure Candidate’s Department Chair electronically forwards the contact information for 4-6 External Evaluators to the Manager of Faculty Services CCing the Candidate.</p> <p style="padding-left: 40px;">* The Provost’s Office staff is not responsible for finding addresses and contact information of evaluators.</p>	by April 15th
<p>Promotion/Tenure Candidate submits complete Evaluator Packets to the Provost’s Office, attention Interim Director of Faculty Services.</p> <p>These packets should include the following materials:</p> <ul style="list-style-type: none"> • Copy of recent CV (not Form C) • Examples of Scholarship and Professional Practice. <p>Candidates must provide enough completed packets for each external evaluator, plus one additional packet for the Provost’s Office. For example, if you have 5 evaluators, you will submit 6 complete packets.</p> <p>Submitting an electronic version of your materials to the Manager of Faculty Services is also recommended.</p> <p><i>See FPPG, I.C.2.f re Evaluation Packets. See FPPG III. C re Research & Scholarship criteria.</i></p>	by Mid-April

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Action Steps, Phase II: Preparation and Submission of Materials to the Personnel File	
<p>FIDO access opened to Faculty Candidates. Candidates can begin uploading their relevant materials to FIDO as of this date until the file closes.</p>	May 1st
<p>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 Academic Affairs (academicaffairs@jjay.cuny.edu)</p>	May 1st through 2nd week of September
<p>Candidate's Peer Teaching Observations and Post Observations hard copies should be completed, reviewed, signed and submitted to Provost's Office for inclusion in hard copy file.</p>	by Late May
<p>Candidate works on Form C. Candidate shares progress with Chair throughout the summer until the formal file closing date.</p>	Late May through 1st week of September
<p>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></p>	Early July
<p>Candidate's chair uploads specific documents to FIDO:</p> <ul style="list-style-type: none"> • Chair's Annual Evaluation Memorandum, • Fall & Spring Peer Teaching Observations 	by 1st week of September
<p>Faculty candidates check FIDO to ensure that all relevant documents have been uploaded (recommended).</p>	Mid-August through 2nd week of September
<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) 	1st week of September

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<p>Contractual last day to add any materials to candidate’s personnel file (hard copy 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. FIDO access opened to Faculty Personnel Committee (FPC).</p>	<p>September through October</p>
<p>Department Personnel & Budget Committee 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>