| Action Steps, Phase I: 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, 6/3/2024** |
| Candidate reviews and updates digital personnel file available in FIDO. *VPN access is required to access FIDO off-campus.* | **Monday, 6/3/2024 through Friday, 9/13/2024** |
| Candidate's Spring 2024 Peer Teaching Observations and Post Observations should be completed, reviewed, signed and submitted via e-mail to Faculty Services Dropbox  *Department Chairs upload electronic copies of Fall 2023 & Spring 2024 evaluations to FIDO as indicated below.* | **by Friday 5/31/2024** |
| Candidate Works on Form C. Candidate shares progress with Chairperson throughout the summer until the formal file closing date. | **Monday, 6/3/2024 through Friday, 9/13/2024** |
| 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 2023/ Spring 2024  Peer Observations of Teaching and Post Observations of Teaching.  *See FPPG, I.D: Annual Conference Memorandum* | **Monday, 6/3/2024 through Friday, 9/13/2024***  ***FIDO upload access closes 11:59 pm** |

*Fall 2024 Up for Action: Reappointment*

| Action Steps, Phase II:<br>Form C Submission & Final Check of Personnel File | |
|---|---|
| Candidates check FIDO to ensure that all relevant documents have been uploaded (*recommended*). | **Mid-August through 9/13/2024** |
| Contractual last day to add any materials to Candidate's Personnel File.<br><br>    *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, 9/13/2024**<br><br>**\*FIDO closes at 11:59 PM** |
| **PERSONNEL ACTION REVIEW PROCESS** | |
| Department Personnel & Budget Committee meetings to review Fall 2024 personnel actions<br><br>FIDO access opened to Departmental and College Personnel Committees (Dept. P&B, FPC) | **September 2024**<br>**(after 9/20/2024)** |
| Departmental Personnel & Budget Committee votes on Reappointment, Tenure, CCE and Promotion due to Provost's Office | **September – October 2024** |
| FPC Review Committee meetings to review Fall 2024 personnel actions | **October – November 2024** |
| FPC Review Committee votes on Reappointment, Tenure, CCE and Promotion due to Provost's Office | **October – November 2024** |
| Faculty Candidates notified of action outcome by letter | **by Sunday, 12/01/2024** |
| Personnel Action goes into effect | **Reappt and Promotion: 1st day of Fall 2025**<br><br>**CCE and Tenure: 9/1/2025** |