Calendar for Promotion to Full Professor

2024 Candidates

:: Candidate ::

Monday, May 15, 2023

No later than this date, all Associate Professors must notify the College via the WebCentral portal whether they wish to be considered for promotion. **NO LATECOMERS ACCEPTED.**

Wednesday, May 17, 2023

The Provost's Office for Faculty and Administration notifies all promotion candidates by e-mail with details about the administrative process and deadlines. You will be sent the guidance documents and the related materials.

Candidates must use the up-to-date Brooklyn College forms when preparing their materials.

Note: You may find the required forms and other information on our [Reappointment, Promotion and Tenure/CCE website](#) will be delayed. Please contact [pofa@brooklyn.cuny.edu](#) if you have any trouble with the forms or need other guidance.

Wednesday, August 30, 2023

Provide the following to your department chair **by e-mail** or similar:
- Supplementary College Form
- Curriculum vitae (near final draft)
- Personal Statement (better-than-rough draft)

The finalized **Supplementary College Form** is due on this date. This is needed by the chair to develop, in consultation with the Appointments Committee, their own list of external evaluators. (See Department Chair Calendar below for more details.)

Also, by this date, we highly recommend submitting to your chair near final drafts of your **Curriculum Vitae** and **Personal Statement** for review before you upload the final versions that will be sent to the external reviewers. If you do not provide it, your chair may still request your CV to help facilitate the selection of external reviewers. October 4 is the *hard deadline* for the final version of these items.

Monday, September 11, 2023

The Interfolio "cases" will be created by this date and made available to candidates and their department chairs. You can begin uploading your materials and organizing your packet. The recording of the training session and other resources to help you navigate Interfolio RPT and Dossier will be provided.

Tuesday, September 19, 2023

To give your chairperson the opportunity to ensure the correct materials will be shared with external evaluators, provide a copy of your scholarly and/or creative works by this date. Materials should be in the format preferred by your chair.

> **Promotion to Full Professor:** All scholarly publications and/or creative works completed in your current rank.

Only items published or accepted for publication may be sent to evaluators. Works in progress may not be sent but should be listed on the curriculum vitae and placed in the candidate's personal file/uploaded to Interfolio for internal review. Review the *CAP Guidelines, Policies, and Procedures for Promotion and Tenure of Faculty* document for more information.

Consider Dossier for this Step! Do not use your Interfolio case packet as the method of sharing for this initial review. Your materials will not be visible to your chair until everything below (for the October 4 deadline) is complete. However, you may wish to explore using your Interfolio *Dossier* to organize your materials and share with your chair. You will then be able to easily transfer what you have uploaded from *Dossier* to your packet.

Wednesday, October 4, 2023

By this date, you must **upload** the following items to your Interfolio RPT packet.
- Curriculum vitae (final version)
- Personal Statement (final version)
- All scholarly and/or creative work that meets the above criteria
- Supplementary College Form

We'll provide an "Interfolio Checklist" to assist you.

This is the deadline to upload all materials that will be sent to external reviewers. While the chair may accommodate a particular external evaluator's request for a hardcopy set of materials, the primary method is via the Interfolio mechanism.

Make sure to clearly label and order your items in Interfolio to make matching up with your list as straightforward as possible. This will also reduce impediments for the external reviewers.

After you have uploaded your documents, **click on the SUBMIT button for this first section**. If you do not, your materials will not be available to your chair and the external reviewers.

Important Note: After October 4, you must _not_ delete any of the above items. In advance of the January deadline below, you may provide updated materials (e.g., a new CV reflecting additional information or activities). You can upload additional documents/items to the appropriate section and clearly label it "REVISED" in your Interfolio packet.

Tuesday, January 30, 2024

By this date, you must complete uploading and organizing your Interfolio RPT packet according to the sections provided. This needs to be an accurate reflection of your complete and up-to-date record. Your packet is what the various committees and the president will see when reviewing your case.

- Letters of Commendation
- Publications/Creative Works (new items)*
- Letters from Publishers
- Grants
- Awards and Honors
- Other Academic/Professional Information
- Teaching Portfolio (optional)

We'll provide an "Interfolio Checklist" to assist you.

Do not delete items uploaded prior to the October 4 deadline. Add only new items.

The CV, personal statement, scholarship you sent to external evaluators, and the Supplementary College Form will have already been uploaded by the October deadline. However, see the note above if you wish to provide revised/updated materials.

Your Interfolio packet will be fully locked after this date.

Hardcopy Personnel Files:
By this date, your physical Personnel File must also be in order (refer to current checklist). While the review committees will primarily review your materials via Interfolio, the physical files must also be complete. What is available in Interfolio should be considered an electronic duplicate. Furthermore, committee members will have the option to review your hardcopy files on campus. Work with your chairperson to ensure everything is in order and that you both sign the checklist.

February through April

Candidates will receive a letter from the review committees at each level, communicating their decision to recommend or not to recommend for promotion.

On or before May 1, the President informs the candidates and chairs of her final recommendations.

Fall 2024

Successful promotion takes effect.

:: Department Chair ::

Triennial Election Week – May 1 to 5, 2023

Departments scheduled for triennial elections, elect a tenured full professor or tenured associate professor, not the Department Chairperson, to serve on the School Promotion and Tenure Review Committee. Departments not due for triennial elections would elect a replacement committee member if the position has become or is expected to become vacant. The term of service will parallel the triennial department elections. The names of the elected faculty members are forwarded to the Provost's Office for Faculty and Administration no later than May 5, 2023, by the close of the business day.

Tuesday, May 16, 2023

The Provost's Office for Faculty and Administration sends the chairs lists of the promotion candidates by e-mail with details about the administrative process and deadlines.

Note: You may find the required forms and other information on our Reappointment, Promotion and Tenure/CCE website will be delayed. Please contact pofa@brooklyn.cuny.edu if you have any trouble with the forms or need other guidance.

Monday, September 11, 2023

The Interfolio "cases" will be created by this date and made available to candidates and their department chairs. You and/or the authorized administrative staff member can begin uploading and organizing materials in the candidate's packet. The recording of the training sessions and other resources to help you navigate Interfolio will be provided.

Wednesday, September 13, 2023

The Department Chair, after full consultation with members of the Departmental Appointments Committee, compiles a list of five (5) names (including rank, complete mailing addresses, e-mail addresses, and phone numbers) of external evaluators, distinct from the names submitted by the candidate. Candidates must submit their Supplemental College Form to you by August 30.

It is recommended that Chairs confirm with prospective evaluators their availability and willingness to serve before submitting their Chair's List. The completed list must be sent to the Provost's Office for Faculty and Administration no later than September 15, 2023.

A copy of the chair's list must be placed in the Administration File and uploaded to the **Internal Case Section** on Interfolio, where it is not visible to the candidate.

Friday, October 6, 2023

After selecting two (2) names from the candidate's list and two (2) from the chair's list, the Chair obtains the consent of the selected individuals to serve as external evaluators – usually informally by phone or e-mail.

Once consent is confirmed, the Chair sends formal letters of request to the evaluators along with the candidate's materials, including their curriculum vitae and personal statement, **via the Interfolio RPT External Evaluations request mechanism**. See candidate's October 4 deadline above and the *CAP Guidelines* document for more guidance about what should be sent to external evaluators. The Chair's letter must give the external evaluator a deadline to submit their responses by Friday, December 29, 2023.

If there are any difficulties related to the external evaluators, please coordinate closely with the Provost's Office for Faculty and Administration to make adjustments or accommodations. All materials should be sent out by October 6. Candidates are given a deadline of October 4 to upload all materials required for external review to their Interfolio packet. Copies of the letters to the external evaluators should be added to the administration file.

Friday, December 29, 2023

By this date, all external evaluations should be received. If an evaluator's response was returned to you outside of the Interfolio mechanism, make sure to upload their letter to the Internal Section ("External Evaluations"), where it will not be visible to the candidate.

Tuesday, January 30, 2024

By this date, the Chair will complete uploading and organizing the following items in the candidate's Interfolio RPT packet according to the sections provided:

- Annual Conference Reports
- Observation and Post-Observation Conference Reports
- Student Evaluation of the Faculty Reports
- Dean's Third-Year Review (if available)
- Brooklyn College Correspondence
- Multiple Position Reports
- Workload/Work Schedules
- Chairperson's Report (optional)
- Current Job Description (optional)
- External Evaluation Letters
  (if not submitted directly through Interfolio)

We'll provide an "Interfolio Checklist" to assist you.

This is also the deadline for the candidate to complete their work uploading and organizing their packet materials.

The packet will be fully locked after this date.

Hardcopy Personnel Files:

Prior to this date, you should also work with the candidate to ensure their physical personnel file is in order (refer to current personnel file checklist). What is available in Interfolio should be considered an electronic duplicate. Furthermore, committee members will have the option to review this file while on campus.

Wednesday, January 31, 2024

By this date, the Chair should **send the case forward** to make the candidate's packet available to the Department Promotions Committee for review.

Friday, February 9, 2024

All voting at the department level must be completed by this date. See the Committee and President Review Calendar below for more details.

Tuesday, February 13, 2024

The candidate's complete physical personnel file (personal and administrative files) must be delivered to the appropriate Dean's Office by this date. The candidate should not be involved in relocation of these files.

:: Committees and Presidential Review ::

Department Committees

Wednesday, January 31, 2024

By this date, the Chair will **send the case forward** in Interfolio RPT to make the candidate's packet available to the Department Promotions Committee for review. Committee members will receive a notification.

While all necessary materials are available via Interfolio, you may coordinate with the department chair if you wish to review the hardcopy files.

Friday, February 9, 2024

The Department Promotions Committee completes their actions by this date. The committee notifies the candidate(s) in writing of its decision to recommend or not to recommend.

A report of the committee's votes (i.e., completed ballot summary report) should be sent to the Chairperson of the College-wide P&T Committee, care of the Provost's Office for Faculty and Administration.

The report and a copy of the letter sent to each candidate are uploaded by the Department Chair as required committee documents in Interfolio RPT. These items will not be visible to the candidate.

By this date, the Chair will **send the case forward** in Interfolio RPT to make the candidate's packet available to the School P&T Review Committee and College-wide P&T Committee for their review.

School Promotion and Tenure Committees

Friday, May 12, 2023 (10:30 a.m.–1 p.m.)

Charge Meeting – The Chairperson of the College-wide P&T Committee and the Associate Dean for Faculty and Administration will meet with members of the School Promotion and Tenure Review Committees to charge them with their responsibilities and describe the procedures to be followed.

Monday, January 22, 2024

The School Promotion and Tenure Review Committees complete the scheduling of activities for the Spring 2024 semester. The chair of each committee forwards this schedule to the Provost's Office for Faculty and Administration.

Friday, February 9, 2024

By this date, Chairs will send their department's cases forward in Interfolio RPT to make the candidates' packets available to your committee. Committee members will receive a notification.

While all necessary materials are available via Interfolio, you may coordinate with the appropriate dean's office if you wish to review the hardcopy files. They should be available on or before February 16. Contact the dean's offices for their schedule of availability.

Wednesday, March 13, 2024

After reading the candidates' files each School Promotion and Tenure Review Committee confers with its respective dean, deliberates, and then votes. The Committee will then notify each candidate in writing of its decision to recommend or not to recommend.

No later than this date, each School Promotion & Tenure Review Committee submits a brief report of its actions, including a tally of the votes, signed by each member of the committee, to the Chairperson of the College-wide P&T Committee, care of the Provost's Office for Faculty and Administration.

Friday, March 15, 2024

By this date, the School Promotion and Tenure Review Committee Chair uploads the committee report and a copy of the letters sent to the candidate, in order to complete the required committee documents in Interfolio RPT. These will not be visible to the candidate.

Note: The case will not be sent forward to the next step until after the College-wide P&T Committee completes their review. The School P&T Committee is finished in Interfolio RPT once the required documents are submitted.

College-wide Promotion and Tenure Committee

Friday, February 9, 2024

Before this date, Chairs will send their department's cases forward in Interfolio RPT to make the candidates' packets available to your committee. Committee members will receive a notification.

While all necessary materials are available via Interfolio, you may coordinate with the appropriate dean's office if you wish to review the hardcopy files. They should be available on or before February 16. Contact the dean's offices for their schedule of availability.

Tuesday, April 2, 2024

The College-wide P&T Meeting – The committee interviews the chair of each School Promotion and Tenure Review Committee, deliberates and then votes on all candidates. The Committee will then notify each candidate in writing of its decision to recommend or not to recommend.

Friday, April 5, 2024

By this date, the Chair of the College-wide P&T Committee (or designee) uploads the Ballot Summary Reports and a copy of the letter sent to the candidates, in order to complete the required committee documents in Interfolio RPT. These will not be visible to the candidate.

Once this documentation is added, the committee chair or designee will then **send the case forward** to make the candidate's packet available for the "President Review" step.

President Review

By this date, Chairs will send their department's cases forward in Interfolio RPT to make the candidates' packets visible to you.

While you are not a member of either the School or College-wide committees, you will be able to view the candidates' packets after the departments have completed their work. The Provost and the Deans (for candidates in their schools) will also have this same "early" access.

You may receive an *additional* notification when the cases are sent forward after College-wide P&T Committee activities are completed, but your viewing access will not have changed.

While all necessary materials are available via Interfolio, you may coordinate with the appropriate dean's office if you wish to review the hardcopy files.

On or before May 1, 2024

The President informs the candidates and Chairpersons of her recommendations in writing.

Friday, May 17, 2024

To complete the "President Review" step of the promotion process, the President (or designee) uploads a copy of each decision letter to Interfolio RPT.

Once this documentation is added, the president or designee should then **send the case forward** to make the candidate's packet available for the "Case Finalization" step.

Fall 2024

Successful promotion takes effect.

March 30, 2023