

## FACULTY REVIEW TIMELINE FOR REAPPOINTMENT, PROMOTION, AND TENURE 2021-2022

**Note:** New faculty should begin assembling their review files during their first semester at Purchase College. Full-Time, Tenure-Track files are managed in Lyterati; All Non-Tenure-Track files are managed in HRETS.

March 1, 2021	Deadline for faculty to notify Provost's Office of request for change in rank or tenure status.
March 16	AA distributes timeline to Directors and PPC.
March 16	AA distributes faculty review charts to the Directors and PPC.
March 23	AA distributes tentative list of faculty eligible to serve on RCs to Directors and PPC. List will indicate which faculty members are currently under review.
March 23 – April 9	Faculty "Meeting of Eligibles" to serve on RCs; RCs formed and elect chairs.
March 23 – April 9	PPC approves constitution of RCs. Directors sends charge letters to RCs.
By April 2	Directors sends notification letters to all candidates up for review. Candidates for promotion and tenure are notified that a current CV and names of prospective external reviewers are due by May 3. For non-tenure reviews, names of people that may be contacted for letters of support are also due May 3. All review files are due on the first day of faculty obligation: August TBD.
May 4-7	Promotion and tenure RCs compile list of external reviewers, review the candidate's list and forward selections to Directors.
By May 13	Directors send letter and candidate's vita to external reviewers requesting a commitment to review the file (which is sent to the reviewer in September) and submit a letter by 10/15.
July 14	AA distributes updated review charts to Directors and PPC.
By July 21	Directors send charge letters to July candidates and notify them that review files are due 11/3.
By August 27	Director's office sends request to internal people (colleagues/students, etc.) to submit a letter for review files. These are due September 15.
By August 27	For promotion and/or tenure reviews, the candidate submits a review file and list of materials to be sent to external reviewers to Director's Office.
By August 27	For full-time contract renewals, the candidate submits a review file.
August 25 – 31	Faculty "Meeting of Eligibles" to serve on RCs for candidates added in July.
By September 8	Directors send candidate files to external reviewers (letters due to RC 10/15).
By September 15	Colleague (internal) letters are due to the Director's office and added to the file.
October 15	External reviewer letters due to Director's Office and immediately added to the file.
By November 3	July candidates submit review file to Director.
December 8	RCs submit recommendations for March and July candidates to Director.
By January 26, 2022	Director makes a recommendation. A redacted copy is sent to the candidate, as well as a redacted copy of the RC letter (if applicable).
By January 26	Director's Office notifies candidate to review/rebut file.
By February 2	Directors forward recommendation and review file to the PPC for Tenure Track faculty and directly to Provost for NTT faculty.
March 16	PPC forwards recommendations and review files to Provost's Office.
	> Provost's Office notifies candidate to review/rebut file.
	> Provost reviews file and makes recommendation.
	> Provost's Office notifies candidate to review/rebut file.
By May 12	Provost forwards recommendations and review files to President
Early July	President's letter sent to candidate (contractual notification deadlines: April 15 for PT; August 31 for FT).
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