



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, September 20, 2024 ~ 10:00 am – 1:00 pm

In-person: Moot Court (6.68 NB)

9:30 am – 9:55 am – Meeting check-in/sign-in. *Light morning Refreshments provided*

Meeting Open to the Public 10:00 am – 12:00 pm

- I. Welcome
- II. Approval of Minutes, 05/10/24 meeting
- III. Charge to the FPC (*President Mason & Provost Pease*)
- IV. Fall 2024 Personnel Process (*Faculty Services*)
 - Overview of Fall 2024 personnel process
 - File review and voting protocols (FIDO, Quorum, Simply Voting, etc.)
 - Role and responsibilities of Committee members
- V. FPPG Revisions: Lecturer Reclassification (*Angela Crossman*)
- VI. FPPG Revisions: Adjunct Promotional Reclassification (*Angela Crossman*)
- VII. New Business and Announcements

Executive Session – Full Faculty Personnel Committee 12:00 pm – 12:30 pm*

Initial Appointments without Tenure (Fall 2024 & Spring 2025)

The Faculty Personnel Committee uses Simply Voting for personnel actions. Please visit <http://johnjay.simplyvoting.com> before 9/20/24 to ensure your access is enabled. The FPC ballot will appear during Friday's meeting.

Login Credentials

Username: *JJC email*

Password: *Password associated with your JJC email account*

Upcoming FPC/FPAC Meetings – All meetings listed below are scheduled for in-person

Fall 2024

Full FPC

Friday, December 13, 2024 – 6.68 NB

Spring 2025

Full FPC

Friday, February 7, 2025 – 6.68 NB

Faculty Personnel Appeals Committee

Friday, March 7, 2025 ** - Rm.630 HH

Faculty Personnel Appeals Committee

Friday, March 14, 2025** - Rm.630 HH

Faculty Personnel Appeals Committee

Friday, March 21, 2025** - Rm.630 HH

Full FPC

Friday, April 4, 2025 – 6.68 NB

Full FPC

Friday, May 10, 2025 – 6.68 NB

09/12/24

**All times are approximate*

***Appeals meetings are as needed.*



FACULTY PERSONNEL COMMITTEE MINUTES

PENDING

Friday, May 10, 2024 ~ 10:00 am – 12:00 pm*, via [ZOOM](#)

Meeting Convened: 10:09am

Meeting Adjourned: 11:39am

Open meeting attendees:

Rosemary Barberet, Michael Brownstein, Claudia Calirman, Anthony Carpi, Katarzyna Celinska, Shu Yuan Cheng, Glenn Corbett, Angela Crossman, Gail Garfield, Robert Garot, Heath Grant, John Gutierrez, Maria Haberfeld, Shweta Jain, Erica King-Toler, Vicente Lecuna, Nivedita Majumdar, Maxwell Mak, Evan Mandery, Karol Mason, Adam Mckible, Jean Mills, Allison Pease, Michael Pfeifer, Jennifer Rosati, Ellen Sexton, Andrew Sidman, Katherine Stavrianopoulos, Robert Till, Daryl Wout

Meeting Open to the Public 10:00 am – 11:00 am*

- I. Welcome
- II. Approval of Minutes, 04/12/24 meeting
Committee approved Minutes
- III. Adjunct Reclassification Process 2024-2025
Committee approved Proposition B
- IV. New Business
Appeals Committee Composition (E. Mandery)
-E. Mandery will send proposed changes to K. Bailey, whom will forward materials to current & new FPC members. A vote will be considered at next meeting.
-President Mason requested rotating Chairs to update incoming Chairs on this item.
- V. Announcements

Executive Session- Full Faculty Personnel Committee 11:00 am – 11:30 am

- I. Distinguished Professor Reappointment (5)

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Login Credentials

Username: JJC email

Password: Password associated with your JJC email account

Upcoming FPC Meetings

2024 – 2025 Schedule TBA

Meeting ID: 871 6039 2463

Meeting Password: 645826

Faculty Personnel Process Guidelines (FPPG) Summary of Revisions Fall 2024 Update

Rationale: Lecturer Revisions

The existing sections of the FPP *Guidelines* were determined by College Legal Counsel to not comply with applicable university and NYS regulations and contractual provisions. The college cannot reclassify a lecturer to an assistant professor by converting the line from a lecturer line to an assistant professor line. Any change would be governed by the PSC-CUNY contract, CUNY policy and NYS laws. The FPC cannot rely on exceptions to existing policy for our processes. The proposed revisions are intended to ensure the FPPG comply with existing CUNY, NYS and contractual guidelines. In addition, because there is no FPC action required, it is recommended that we remove the FPPG sections, as they are incorrect and do not provide accurate, actionable process information. The fact that any lecturer could, at any time, apply for an open assistant professor line is unchanged – and the fact that departments can make requests for lines to which a lecturer could apply is unchanged.

Rationale: Adjunct Reclassification

In May 2021 the Faculty Personnel Committee (FPC) approved an amendment (submitted by Faculty Senate and Department Chairs) to the 2017 Adjunct Promotion policy. In late Spring 2024, at the completion of the current cycle of voting, the Ad Hoc Working Group of the FPC revisited the policy (and its prior recommendations) in light of experience to date. Given concerns about fairness to adjunct colleagues, incongruity between the criteria, position requirements and materials submitted for consideration, and onerousness of the process, the FPC refined the process to more accurately reflect eligibility, reclassification criteria and requirements and to clarify and simplify the process.

Summary of Changes: Adjunct Promotional Reclassification Review

This proposal revised the Faculty Personnel Guidelines (FPPG), sections II.M and III.H, to streamline the process for the promotional reclassification of adjunct faculty members. Important changes are:

- Use of the contractual terminology: promotional reclassification (vs promotion).
- Additional language to clarify the qualifications and criteria needed for reclassification.
- Removal of time-related eligibility requirements since the appropriate classification should be completed as soon as is appropriate. This includes reclassification as reciprocity for achieving a higher rank elsewhere.
- Creation of a brief *Adjunct Faculty Promotional Reclassification Review Request Form* to initiate reclassification review (by a candidate or Program Director or Chair).
- Simplify the process to include Chair approval (in consultation with Program Director, if appropriate), department P&B vote, and Provost Review Committee approval.
- The Provost Review committee is composed of FPC appeals committee members.

Faculty Personnel Process Guidelines (FPPG) Summary of Revisions Fall 2024 Update

FPPG Summary of Revisions	
Original	Tracked Changes Revision
Lecturer changes	
<p>III.F. Lecturers and Instructors</p> <p>III.F.1. Lecturers ...</p> <p>III.F.1.c. Lecturers are eligible for a Certificate of Continuous Employment (CCE) after five years of continuous service.</p> <p>III.F.1.d. The College has the option to convert a Lecturer line to an Assistant Professor line, and, if the Lecturer holds a Ph.D. or equivalent terminal degree, to appoint the Lecturer to the Assistant Professor line. The action is initiated by the department and is subject to approval by the Provost and President, consistent with other standards and procedures for the appointment of Assistant Professors. However, the College does not have an obligation to move a Lecturer who has obtained a Ph.D. or equivalent terminal degree to an Assistant Professor title.</p> <p>III.F.1.e. A Lecturer with CCE may apply for appointment to the title of Assistant Professor. A Lecturer with CCE receives no service credit toward tenure. While working toward tenure in the Assistant Professor title, the lecturer with CCE is on leave from the Lecturer title and retains the right to return to the title with CCE.</p> <p>III.F.1.f. The Distinguished Lecturer title is a full-time, non-tenure-bearing, faculty title. Distinguished Lecturers are eligible for annual reappointment but may not serve in the title for more than a total of seven years. The guidance for reappointment for Distinguished Lecturers is the same as for Lecturers as explained in III.F.1.b above.</p>	<p>III.F. Lecturers and Instructors</p> <p>III.F.1. Lecturers</p> <p>III.F.1.c. Lecturers are eligible for a Certificate of Continuous Employment (CCE) after five years of continuous service.</p> <p>III.F.1.d. The College has the option to convert a Lecturer line to an Assistant Professor line, and, if the Lecturer holds a Ph.D. or equivalent terminal degree, to appoint the Lecturer to the Assistant Professor line. The action is initiated by the department and is subject to approval by the Provost and President, consistent with other standards and procedures for the appointment of Assistant Professors. However, the College does not have an obligation to move a Lecturer who has obtained a Ph.D. or equivalent terminal degree to an Assistant Professor title.</p> <p>III.F.1.e. A Lecturer with CCE may apply for appointment to the title of Assistant Professor. A Lecturer with CCE receives no service credit toward tenure. While working toward tenure in the Assistant Professor title, the lecturer with CCE is on leave from the Lecturer title and retains the right to return to the title with CCE.</p> <p>III.F.1.f. The Distinguished Lecturer title is a full-time, non-tenure-bearing, faculty title. Distinguished Lecturers are eligible for annual reappointment but may not serve in the title for more than a total of seven years. The guidance for reappointment for Distinguished Lecturers is the same as for Lecturers as explained in III.F.1.b above.</p>

Faculty Personnel Process Guidelines (FPPG) Summary of Revisions Fall 2024 Update

Adjunct Promotional Reclassification changes

*****Note: Language approved at the May 2024 FPC; however, items highlighted in blue are added recommendations from Legal Counsel and require a final vote from the FPC.**

Term: promotion	promotional reclassification
File/dossier includes teaching, service and scholarship	File/dossier is CV and scholarship (documentation); differentiates reappointment (considers teaching) from reclassification – qualifications and scholarship
Eligibility – time in rank	None
Qualifications same for full, adjusted for Assoc	Same
Indicates scholarly requirements – different for Associate	Same with additional clarification of qualifications
Narrative about contributions	Propose review request form
No discussion of Program Directors	Added role
P&B votes	Same
FPC review committees vote	Goes to a Provost Review Committee from FPAC
Process gaps and lack of clarity	Removes some burdensome parts of process (e.g., eligibility), seeks more clarity – by changing original
Challenges: process gaps, lack of clarity, onerous; is “promotion” and use of whole dossier misleading & unfair (rewards time served for some)?	Removes some process challenges and streamlines to focus on qualifications only for reclassification (as if new hire) Challenge: not an opening for rewarding time served only
<p>II.M. Adjunct Promotion</p> <p>II.M.1. The policy of the college is that scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by the promotion of adjunct faculty members, just as is the case for full-time faculty. The standard of review is defined in Sections III.B, III.C.3, III.C 4, III.D, and III.E.</p> <p>II.M.2. Consistent with III.C.1.c, the college recognizes that different disciplines have different criteria by which to assess excellence, such as the value and nature of the candidate's artistic or journalistic works. Therefore Section III.H identifies how the standard criteria for promotion are assessed for adjunct faculty candidates for promotion.</p>	<p style="color: red;">II.M. Adjunct Promotional Reclassification</p> <p style="color: red;">II.M.1. Adjunct appointments are informed by the CUNY Code of Practice, section 11.2 Qualifications, which states: For appointment as adjunct lecturer, adjunct assistant professor, adjunct associate professor, and adjunct professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of lecturer, assistant professor, associate professor, and professor appointed through the regular channels of the colleges or university.</p> <p>II.M.23. In the case of a newly completed Ph.D. or other CUNY Office of Academic Affairs (OAS) approved terminal degree in the field in which the adjunct is teaching, adjunct faculty with Instructor or Lecturer appointments may, upon verification of receipt of their Ph.D. or terminal degree (i.e.,</p>

Faculty Personnel Process Guidelines (FPPG) Summary of Revisions Fall 2024 Update

<p>II.M.3. In the case of a newly completed Ph.D. or other terminal degree in the field, adjunct faculty with Instructor or Lecturer appointments may, upon verification of receipt of their Ph.D. (i.e., transcript or letter from Registrar with the date of completion), and with a subsequent appointment, be promoted to the title of Adjunct Assistant Professor. If a promotion is granted, its effective date is the first day of classes during the subsequent fall semester.</p> <p>II.M.4 In the case of initial appointment of an adjunct faculty member who has been or is currently appointed to a full-time tenure-track faculty position at another academic institution, and the rank is at the Associate Professor or Full Professor level, the Provost shall authorize appointment at the same rank as an adjunct faculty member.</p> <p>II.M.5a. In the case that scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by promotion, the application for promotion is considered in the spring semester based on a schedule provided by the Office of the Provost, involving the following steps:</p> <ul style="list-style-type: none"> • Submission of a file/dossier for promotion (See III.L.5 below) to the department chair; • Review and vote by the Department Personnel and Budget Committee; • Review a vote by an FPC Review Committee designated by the Provost; and • Review by the President who makes an independent determination in consultation with the Provost. • There is no appeal process. <p>II.M.5b. The file/dossier for adjunct promotion consists of the following:</p> <ul style="list-style-type: none"> • Curriculum Vitae listing all scholarly and/or creative accomplishments, activities within the field, and if there is any grant activity. • A letter to the Department P&B that details and evaluates work since the last appointment/promotion. In a narrative of no more than two pages, assess teaching, scholarship, and service. In the discussion of teaching, reflect on development as a teacher 	<p>transcript or letter from Registrar with the date of completion), and with a subsequent appointment, be promoted reclassified with to the title of Adjunct Assistant Professor. If a promotion reclassification is granted, its effective date is the first day of classes during the subsequent fall semester. Candidates submit their degree verification and updated CV to their Department Chair (or Program Director), who submits the materials to the Office of the Provost and Faculty Services to request reclassification, if appropriate.</p> <p>II.M.34. In the case of initial appointment of an adjunct faculty member who has been or is currently appointed to a full-time tenure-track faculty position at another accredited academic institution, and the rank is at the Associate Professor or Full Professor level, the Provost shall authorize appointment at the same rank as an adjunct faculty member. Adjuncts who are newly promoted at another accredited academic institution where they serve as full-time faculty may submit documentation of their promotion with updated CV to their Department Chair (or Program Director) with the <i>Adjunct Faculty Promotional Reclassification Review Request Form</i>. Once approved, the Chair submits the materials to the Office of the Provost and Faculty Services to request reclassification. If granted, its effective date is the first day of classes in the subsequent fall semester.</p> <p>II.M.41. The policy of the college is that scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by the promotional reclassification of adjunct faculty members, just as is the case for full-time faculty. The standard of review is defined in Sections III.B, III.C.3, III.C 4, III.D, and III.E. Note that, as is the case for full-time faculty, time in rank is not sufficient for promotional reclassification. Please see section III.H.2 for guidance on scholarly and/or creative accomplishment.</p> <p>II.M.52. Consistent with III.C.1.c, the college recognizes that different disciplines have different criteria by which to assess excellence, such as the value and nature of the candidate's artistic or journalistic works. Therefore Section III.H identifies how the standard criteria for promotion are assessed</p>
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and the innovations or improvements made in particular courses. The overall narrative should explain how activities have contributed to the success of the candidate's department, the college, or the university and to the candidate's standing in the broader scholarly or creative community.

- A summary of student evaluations at John Jay in the past six semesters or, if shorter, since the last appointment/promotion.
- Other supporting materials pertinent to the application, including but not limited to:

- peer-reviewed scholarly books
- peer-reviewed articles or equivalent works (such as peer-reviewed performances, exhibitions, etc.)
- papers presented at academic conferences
- performances/exhibitions or curatorial work
- recordings of performances
- portfolios of artistic work
- law review articles
- peer-reviewed book chapters
- edited books
- scholarly articles published in non-refereed journals
- reviews translations other books
- encyclopedia articles
- articles in non-scholarly print (i.e., magazines, newsletters, non-scholarly journals, etc.)
- reports (in-house, for agencies, etc.)
- custom published works/self-published works
- reprints or performances
- other scholarly technological products or creative works

~~for adjunct faculty candidates requests for promotional reclassification review are assessed.~~

~~II.M.3. In the case of a newly completed Ph.D. or other terminal degree in the field, adjunct faculty with Instructor or Lecturer appointments may, upon verification of receipt of their Ph.D. (i.e., transcript or letter from Registrar with the date of completion), and with a subsequent appointment, be promoted to the title of Adjunct Assistant Professor. If a promotion is granted, its effective date is the first day of classes during the subsequent fall semester.~~

[moved above]

~~II.M.4 In the case of initial appointment of an adjunct faculty member who has been or is currently appointed to a full time tenure-track faculty position at another academic institution, and the rank is at the Associate Professor or Full Professor level, the Provost shall authorize appointment at the same rank as an adjunct faculty member.~~ [moved above]

II.M.56a. In the case that ~~scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by~~ promotional reclassification is appropriate, the application for ~~promotion reclassification review~~ is considered in the spring semester based on a schedule provided by the Office of the Provost, involving the following steps:

- Candidates submit an updated CV to their department chair along with an *Adjunct Faculty Promotional Reclassification Review Request Form* (and any required documentation, such as a documentation of a promotion elsewhere). It is recommended that individuals first confer with the chair for feedback on whether they meet qualifications for reclassification.
- For adjuncts who primarily or only teach in programs, who are hired and supervised by program directors, and not directly overseen by a department/department chair, the department chair shall consult with the program director regarding the candidate's qualifications for the rank sought.
- Submission of a file/dossier for promotional reclassification (See II.M.6b ~~III.L.5~~ below) to the department chair;

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	<ul style="list-style-type: none"> • Review and vote by the Department Personnel and Budget Committee; • Review and vote by a an Provost FPC Review Committee designated by the Provost of FPC appeals committee members; and • Review by the President who makes an independent determination in consultation with the Provost. • There is no appeal process. <p>II.M.56b. The file/dossier for adjunct promotional reclassification review consists of the following:</p> <ul style="list-style-type: none"> • Curriculum Vitae listing all scholarly and/or creative accomplishments, activities within the field, and if there is any grant activity. • A completed Adjunct Faculty Promotional Reclassification Review Request Form. letter to the Department P&B that details and evaluates work since the last appointment/promotion. In a narrative of no more than two pages, assess teaching, scholarship, and service. In the discussion of teaching, reflect on development as a teacher and the innovations or improvements made in particular courses. The overall narrative should explain how activities have contributed to the success of the candidate's department, the college, or the university and to the candidate's standing in the broader scholarly or creative community. • A summary of student evaluations at John Jay in the past six semesters or, if shorter, since the last appointment/promotion. • Other Copies of supporting scholarly materials (see III.H.2) pertinent to the application, including but not limited to: <ul style="list-style-type: none"> peer-reviewed scholarly books peer-reviewed articles or equivalent works (such as peer-reviewed performances, exhibitions, etc.) papers presented at academic conferences performances/exhibitions or curatorial work recordings of performances portfolios of artistic work law review articles
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	<p>peer-reviewed book chapters</p> <p>edited books</p> <p>scholarly articles published in non-refereed journals</p> <p>reviews translations other books</p> <p>encyclopedia articles</p> <p>articles in non-scholarly print (i.e., magazines, newsletters, non-scholarly journals, etc.)</p> <p>reports (in-house, for agencies, etc.)</p> <p>custom published works/self-published works</p> <p>reprints or performances</p> <p>other scholarly technological products or creative works</p>
<p>III.H. Application of Promotion Criteria to Candidates from the Adjunct Faculty</p> <p>III.H.1. Consistent with III.C.1.c., the college recognizes that different disciplines have different criteria to assess excellence, such as the value and nature of the candidate's artistic or journalistic works. Therefore Section III.G identifies how the standard criteria for promotion are assessed for adjunct faculty candidates for promotion.</p> <p>III.H.2. The following time limitations apply:</p> <p>Promotion based on receipt of the Ph.D. or other terminal degree takes place per section II.L.3.</p> <p>Promotion from Assistant to Associate Professor shall not occur before five years or ten semesters of instructional service.</p> <p>Promotion from Associate to Full Professor shall not take place before five years or ten semesters of instructional service at the rank of Associate Professor.</p> <p style="text-align: center;">TABLE WAS HERE – SHOWN BELOW (now moved to bottom of this section)</p> <p>If FIDO (or equivalent electronic platform) is used, the timeline will adjust to permit candidates an opportunity to upload their materials before the departmental P&B review.</p> <p>III.H.3. The College recognizes that different disciplines have different criteria by which to assess</p>	<p>III.H. Application of Promotional Reclassification Criteria to Candidates from the Adjunct Faculty</p> <p>III.H.1. Consistent with III.C.1.c., the college recognizes that different disciplines have different criteria to assess excellence, such as the value and nature of the candidate's artistic or journalistic works. Therefore, this Section (III.H.G) identifies how the standard criteria for promotion are assessed for adjunct faculty candidates requests for promotional reclassification review are assessed.</p> <p>III.H.2. The following time limitations apply:</p> <p>Promotion based on receipt of the Ph.D. or other terminal degree takes place per section II.L.3.</p> <p>Promotion from Assistant to Associate Professor shall not occur before five years or ten semesters of instructional service.</p> <p>Promotion from Associate to Full Professor shall not take place before five years or ten semesters of instructional service at the rank of Associate Professor.</p> <p>If FIDO (or equivalent electronic platform) is used, the timeline will adjust to permit candidates an opportunity to upload their materials before the departmental P&B review.</p> <p>III.H.23. The College recognizes that different disciplines have different criteria by which to assess excellence. For promotional reclassification from Adjunct Assistant to Adjunct Associate Professor,</p>

Faculty Personnel Process Guidelines (FPPG) Summary of Revisions Fall 2024 Update

<p>excellence. For promotion from Assistant to Associate Professor, the following guidance can be applied:</p> <ul style="list-style-type: none"> • Degree credentials for appointment or promotion are the same as for full-time faculty in the same disciplines. • Expectations for teaching quality are the same as for full-time faculty. • Scholarship: Substantial weight can be given to artistic, literary, professional, and technical works and reports in the candidate’s field, which are not ordinarily peer-reviewed. • Service: Substantial weight can be given to professional and community service beyond the college in the candidate’s field. <p>III.H.4: Expectations and criteria for promotion to Full Professor shall be the same as for regular faculty in the same discipline.</p>	<p style="color: red;">evaluation should be based on whether the candidate would be appointed at the rank of Adjunct Associate Professor if hired by the department/program anew. Note that scholarship for adjunct faculty may differ in nature from full-time faculty and the following guidance can be applied:</p> <ul style="list-style-type: none"> • Degree credentials for appointment or promotional reclassification are the same as for full-time faculty in the same disciplines. • Expectations for teaching quality are the same as for any other adjunct reappointment full-time faculty. • Scholarship: Substantial weight can be given to artistic, literary, professional, and technical works and reports in the candidate’s field, which are not ordinarily peer-reviewed. • Service: Substantial weight can be given to professional and community service beyond the college in the candidate’s field. <p>III.H.34: Expectations and criteria for promotional reclassification to Adjunct Full Professor shall be the same as for full-time regular faculty in the same discipline.</p> <p style="color: red;">III.H.4. Generic promotional reclassification timeline provided below.</p>
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Faculty Personnel Process Guidelines (FPPG) Summary of Revisions Fall 2024 Update

ORIGINAL

Adjunct Promotion Process Timetable	
November 1	If Chair and Provost agree that the applicant meets qualifications to apply, a FIDO (or equivalent electronic platform) folder will be set up and made available to the candidate.
February 15th	File/Dossier for Promotion (see Section II.M.5b) uploaded to FIDO.
February 15th – March 15th	Department P&B meets and reviews Candidate’s File/Dossier
March (TBD) <i>This date will depend on when the April meeting is scheduled and when Spring Break is scheduled.</i>	File/Dossier for Promotion and Chair’s note submitted to Provost’s Office.
April (TBD) <i>This date changes depending on when Spring Break is scheduled.</i>	FPC votes on Candidate’s Promotion
By May 15th	Provost notifies Candidate for Promotion of decision

REVISED:

Generic Adjunct Promotional Reclassification Process Timetable <i>(for Adjunct Assistant and Adjunct Associate Professors)</i>	
Deadline	Action
November 30	Candidate submits <i>Adjunct Faculty Promotional Reclassification Review Request Form</i> , along with an updated CV, to the department chair by November 30 . (If based on reciprocity, include relevant documentation of higher rank elsewhere.)
November 30 – February 15	Chair reviews qualifications and determines whether <i>qualifications</i> for promotional reclassification are met. The Chair shall request feedback from Program Directors, when relevant.
February 15 – March 15	Department P&B meets and votes on candidate’s reclassification. Request for promotional reclassification review form, candidate CV, and Department P&B vote submitted to Provost’s Office/Faculty Services by March 15 .
On or before April 28	The Provost’s Review Committee votes.
By May 15	Provost notifies candidate of reclassification decision.