

Fall 2025 Up for Action: Reappointment

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, 6/2/2025
Candidate reviews and updates digital personnel file available in FIDO. <i>*VPN access is required to access FIDO off-campus.</i>	Monday, 6/2/2025 through Friday, 9/12/2025
Candidate's Spring 2025 Peer Teaching Observations and Post Observations should be completed, reviewed, signed and submitted via e-mail to Faculty Services Dropbox <i>*Department Chairs upload electronic copies of Fall 2024 & Spring 2025 evaluations to FIDO as indicated below.</i>	by Friday 5/30/2025
Candidate Works on Form C. Candidate shares progress with Chairperson throughout the summer until the formal file closing date.	Monday, 6/2/2025 through Friday, 9/12/2025
FIDO upload access opened to Chair. Candidate's Chair uploads the following materials to FIDO: <ul style="list-style-type: none">Completed Chair's Annual Evaluation Memorandum. Written by Chair, signed by both Candidate and Chair.Completed Fall 2024/ Spring 2025 Peer Observations of Teaching and Post Observations of Teaching. <i>See FPPG, I.D: Annual Conference Memorandum</i>	Monday, 6/2/2025 through Friday, 9/12/2025* *FIDO upload access closes 11:59 pm

Fall 2025 Up for Action: Reappointment

Action Steps, Phase II: Form C Submission & Final Check of Personnel File	
Candidates check FIDO to ensure that all relevant documents have been uploaded (<i>recommended</i>).	Mid-August through 9/12/2025
Contractual last day to add any materials to Candidate's Personnel File. *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, 9/12/2025 *FIDO closes at 11:59 PM
PERSONNEL ACTION REVIEW PROCESS	
Department Personnel & Budget Committee meetings to review Fall 2025 personnel actions FIDO access opened to Departmental and College Personnel Committees (Dept. P&B, FPC)	September 2025 (after 9/22/2025)
Departmental Personnel & Budget Committee votes on Reappointment, Tenure, CCE and Promotion due to Provost's Office	September – October 2025
FPC Review Committee meetings to review Fall 2025 personnel actions	October – November 2025
FPC Review Committee votes on Reappointment, Tenure, CCE and Promotion due to Provost's Office	October – November 2025
Faculty Candidates notified of action outcome by letter	by Monday, 12/01/2025
Personnel Action goes into effect	Reappt and Promotion: 1st day of Fall 2026 CCE and Tenure: 9/1/2026