

Provost's Office

This document provides the calendar and processes for reappointments for both five year and seven-year clocks, including dates for review and action by the Hunter Faculty Personnel & Budget Committee (FP&B).

NOTE: Every appointment requires a department vote every year.

FALL 2025

September 30th – Vote on Appointments to **3rd Year**, **Effective August 28, 2026**

Five Year (5) – Tenure/CCE Clock: Lecturers, CLTs, Senior CLTs, and Chief CLTs initially appointed **8/28/24** will be eligible to be appointed to their third year of service, effective **8/28/26**. **This appointment requires the Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

Seven Year (7) – Tenure Clock: Faculty members initially appointed **8/28/24** will be eligible to be appointed to their third year of service, effective **8/28/26**. **This appointment requires a Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)

By **September 5, 2025**, please submit:

- All 3RD-year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department Chair and Dean and forwarded to the Office of the Provost (Karol Trochez).

September 30th – Vote on Appointments to **4th Year**, Effective August 28, 2026

Five Year (5) – Tenure/CCE Clock: Lecturers, CLTs, Senior CLTs, and Chief CLTs initially appointed 8/25/23 will be eligible to be appointed to their fourth year of service, effective 8/28/26. **This appointment requires both Departmental and Divisional/School P&B votes.**

Seven Year (7) – Tenure Clock: Faculty members initially appointed 8/25/23 will be eligible to be appointed to their fourth year of service, effective 8/28/26. **This appointment requires a Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)

By **September 5, 2025**, please submit:

- All 4th year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department Chair and Dean and forwarded to the Office of the Provost (Karol Trochez).

October 21st – Vote on Appointments to 5th Year, Effective August 28, 2026

Five Year (5) – Tenure/CCE Clock: Lecturers, CLTs, Senior CLTs and Chief CLTs initially appointed 8/25/22 will be eligible to be appointed to their fifth year of service, effective 8/28/26. **This appointment requires the Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

Seven Year (7) – Tenure Clock: Faculty members initially appointed 8/25/22 will be eligible to be appointed to their fifth year of service, effective 8/28/26. **This appointment requires both Departmental and Divisional/School P&B votes.**

Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)

By **September 19, 2025**, please submit:

- All 5th year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department Chair and Dean and forwarded to the Office of the Provost (Karol Trochez).

November 4th – Vote on Appointments to **6th Year**, Effective **August 28, 2026**

Seven Year (7) – Tenure Clock: Faculty members initially appointed **8/25/21** will be eligible to be appointed to their sixth year of service, effective **8/28/26**. **This appointment requires the Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)

By **October 3, 2025**, please submit:

- All 6th year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admin.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department Chair and Dean and forwarded to the Office of the Provost (Karol Trochez).

November 11th – Vote on Appointments to **7th Year**, Effective **August 28, 2026**

Seven Year (7) – Tenure Clock: Faculty members initially appointed **8/26/20** will be eligible to be appointed to their seventh year of service, effective **8/28/26**. **This appointment requires a Departmental P&B vote.** The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

Faculty should be notified within three (3) business days in writing of any negative decisions of the Department P&B and/or Divisional/School P&B votes. (Please see notification template letters in the Department Chair Handbook)

By **October 10, 2025**, please submit:

- All 7TH year candidate materials and department decisions required for reappointment must be uploaded and submitted on Interfolio by the Department Admins.
- All school/divisional decisions required for reappointment must be uploaded and submitted on Interfolio (if applicable).
- **Following approval**, an Appointment Letter must be generated and signed by department Chair and Dean and forwarded to the Office of the Provost (Karol Trochez).

Note: For faculty who have been appointed to 7th Year – it's mandatory that tenure dossiers be sent out to external evaluators in **Spring 2026**.

(Tentative)
SPRING 2026

February 10th, 2026 – **Vote on 1st and 2nd Year Appointments**, Effective **August 28, 2026**

Faculty members in professorial titles eligible to be appointed to their first and second year of service effective **8/28/2026**. **This appointment requires a Department P&B Vote.**

By **JANUARY 27, 2026**, please submit:

- All 1st year candidate materials and department P&B decisions required for reappointment must be submitted via email to Karol Trochez Zuniga (kt793@hunter.cuny.edu)
- An appointment letter should be submitted (signed by Chair and Dean)

Materials for 1st Year:

1. CV (updated)
2. Department P&B vote memo

By **JANUARY 27, 2026**, please submit:

- 2nd year candidate materials and department P&B decisions required for reappointment must be uploaded and submitted through Interfolio via <https://account.interfolio.com/sso>
- **Following approval**, an Appointment Letter must be generated and signed by department Chair and Dean and forwarded to the Office of the Provost (Karol Trochez).

Materials for 2nd Year:

1. CV (updated) ***required***
2. Department P&B vote memo ***required***
3. Annual evaluation (if any)
4. Peer observation (if any)
5. Student evaluations (if any)
6. Chair's Report ***required***
7. Letters of concern letters/responses to letters of concern/Guidance Letters (if any)

April 14th, 2026 – Vote on Distinguished Lecturer Reappointments & Clinical Professors

Distinguished Lecturer and Clinical Professors eligible for reappointment, effective **August 28, 2026**. **These appointments require a Department P&B Vote.**

By **MARCH 19, 2026**, please submit:

- All Distinguished Lecturer and Clinical Professor materials and department P&B decisions required for reappointment must be uploaded and submitted on Interfolio.
- **Following approval**, an Appointment Letter must be generated and signed by department chair and Dean and forwarded to the Office of the Provost (Karol Trochez).

Notes

1. For untenured faculty who were granted a leave of absence that caused a break in service, their tenure clocks are reset to year one, but the **deadline for reappointment is December 1st**, unless there is an agreement for an individual faculty member that specifies otherwise.
2. Instructor titles are neither Tenure nor CCE positions; nevertheless, they come before FP&B for reappointment consideration.
3. Dates may vary.

7-23-2025 rev.