

HUNTER

The City University of New York

DATE: January 2, 2024
TO: Department Chairs
FROM: Manoj Pardasani, Acting Provost & Vice President for Academic Affairs
RE: Distinguished Lecturer & Clinical Professor Reappointments

As you know, Distinguished Lecturer and Clinical Professor reappointments will come before the Faculty Personnel & Budget Committee for discussion on April 8, 2025. In order to meet this deadline, I ask that you follow the steps below.

Department Administrator should open an Interfolio case by **2/4/2025**

Departmental P&B vote on allocated DL/CP lines by **3/4/2025**

Deans to move Interfolio cases to Provost Office by **3/21/2025**

Provost office to move Interfolio cases to FP&B committee by **3/28/2025**

Faculty Personnel and Budget Committee vote on **4/8/2025**

CC: Human Resources
Office of Legal Affairs