



**Operational Guidelines**  
**Promotion to Associate Professor (Fall 2012 P&B Action)**

The following operational guidelines shall apply for the external review in cases of the promotion from Assistant Professor to Associate Professor:

- 1) Three reviewers shall be invited by July 27, 2012 to undertake an evaluation of the candidate's scholarship/creative work.
- 2) Reviewers from the professoriate must hold the rank of at least Associate Professor, and reviewers from outside the professoriate will hold senior managerial, technical or creative design rank in a relevant governmental, research, corporate or other entity.
- 3) The list of reviewers shall be identified by the Chair in consultation with the School Dean and with the input of the candidate.
- 4) Of the three reviewers only one may be from another CUNY Senior College and none shall be from a CUNY Community College.
- 5) In cases where the candidate also is seeking tenure that same year the same letters shall be used for both the promotion and tenure reviews.
- 6) The solicitation letter shall be issued by the Department Chair—and by a School Dean if the candidate is a Chair. The package will include the candidate's up-to-date CV and a representative selection of the candidate's scholarship/creative work. The external reviewer should also be asked to send his/her up-to-date CV.
- 7) The reviewers will be given 30 days to complete the review and return the report by August 31, 2012 to the relevant Department Chair.
- 8) The evaluation reports are confidential and will not be shown to candidates either during or after the review process. The reviewers shall be made aware of this confidentiality in the solicitation letter.
- 9) Only three external evaluations reports will be part of the evaluation process.
- 10) Candidates shall prepare their portfolios following the Portfolio Guidelines and upload them to the appropriate college web site.
- 11) The candidate will make available a copy of the portfolio to the relevant School Dean by August 31, 2012. The School Dean will provide a Letter of Comment to the President at least one month before the candidate's case is considered by the College P&B Committee. The Dean's Letter will be limited to two pages and will offer the Dean's assessment of the candidate's profile of teaching, research/scholarship, and service to the College and the profession, and the Dean's view of the appropriateness of promotion.
- 12) Upon receipt of the external evaluation reports with the CVs, Department Chairs shall upload the reports to the relevant College web site.

Action	Due date	Notes
Invitation to external reviewers along with sample materials.	July 27, 2012	
Report by external reviewers.	August 31, 2012	The reports are received by the Chair.

