



Operational Guidelines
Promotion to Full Professor (Spring 2012 P&B Action)

The following operational guidelines apply for the external review in the promotion from Associate to Full Professor:

- 1) Three reviewers shall be invited by December 9, 2011 to undertake evaluations of each candidate's scholarship/creative work and standing in the field.
- 2) Reviewers from the professoriate will hold the rank of Professor or higher, such as Distinguished Professor and reviewers from outside the professoriate will hold senior managerial, technical, or creative design rank in a relevant governmental, research, 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 external reviews only one may be from another CUNY Senior College and none shall be from a CUNY Community College.
- 5) The solicitation letter will be issued by the Department Chair—and by the relevant School Dean if the candidate is a Chair. The invitation will include the candidate's up-to-date CV and a representative sample of the candidate's scholarship/creative work.
- 6) The reviewers will be given one month to complete the review and return the report and his/her up-to-date CV by January 9, 2011 to the Department Chair making the request.
- 7) The evaluation letters are confidential and will not be shown to candidates during or after the review process.
- 8) Only three evaluation reports will be part of the evaluation process.
- 9) The candidate will upload the portfolio to the appropriate College web site by January 9, 2012, except that the external reports will be uploaded by the Chair of the department, and this will be done by February 2, 2012.

Action	Due date	Notes
Invitations to external reviewers along with sample materials.	Before December 10, 2011	
Receipt of external review reports.	January 9, 2011	The reports will be delivered to the candidate's Chair.
Uploading of external review reports	February 2, 2012	The reports will be uploaded by the candidate's Chair.