

**College of Staten Island
CLT Review Process
July 28, 2009**

Review of CLT Titles:

Promotion in the CLT series requires a demonstration that a proposed increase in responsibilities conforms to the CUNY Bylaws definition of the higher CLT title. A change of title may not be based on longevity or seniority. A CLT Review committee will look for a data-based reason for the proposed new position, in accordance with CUNY policy.

Members of the CLT Review Committee are the Provost and Senior Vice President for Academic Affairs, Dean of Science and Technology, Dean of Humanities and Social Sciences, Dean of Research and Graduate Studies and Vice President for Technology Systems. The Executive Assistant to the Provost will serve as support staff to the committee. The Provost will serve as chair.

Departments should develop their proposals in consultation with their respective dean or vice president. The CLT Review committee will only consider recommendations that come with a positive recommendation from the dean or VP.

A statement of justification for the establishment of a Senior CLT or Chief CLT line should demonstrate that the use of either title is required as defined by CUNY Bylaws based on a proposed increase in job responsibilities. Two organizational charts must be submitted: one current and one proposed. A name should not be included in the box for the proposed position. In addition, both a current and a proposed description of responsibilities and duties are required.

Upon a positive recommendation of the Senior CLT or Chief CLT position by the CLT Review Committee, the College Department of Human Resources and the University Office of Human Resources Management will be asked to review the position with the Provost. Upon satisfactory review, the Provost will notify the dean that the department may recommend a candidate to the College Personnel and Budget Committee (P&B). P&B will hear the case during Spring Semester and will make a recommendation to the President. If the President makes a positive recommendation, the candidate is forwarded to the CUNY Board of Trustees for final approval.

The CLT Review Committee will meet annually during fall semester (normally during November) to consider requests as outlined above. Positive recommendations will go to P&B for consideration during the normal course of business during spring Semester.

Creation of New CLT Lines:

A request for creation of a new CLT position (new to the college, not a request for a title change) may occur at any time that the need can be justified and the budget allows. The request should come to the Deans office and then to the P&B Subcommittee on the Allocation of Faculty Lines. Recommendations from the committee will be forwarded to the Provost. When approved by the Provost, the department may initiate a search following normal HR practices.