

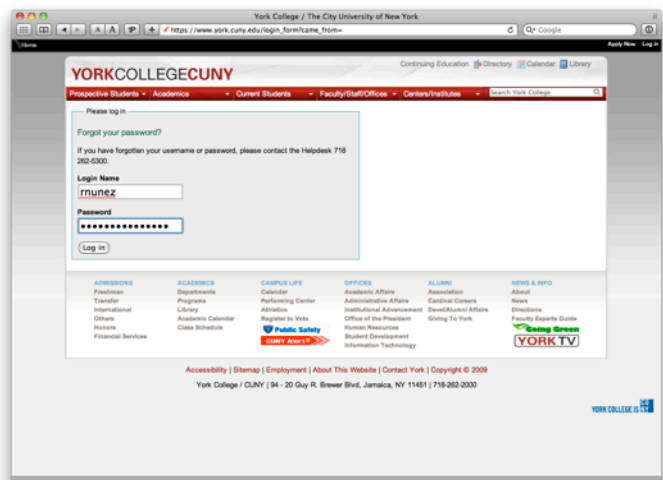
Faculty Reapplication Process

go to www.york.cuny.edu

click "log in" on the upper right corner



enter your user name and password and click log in

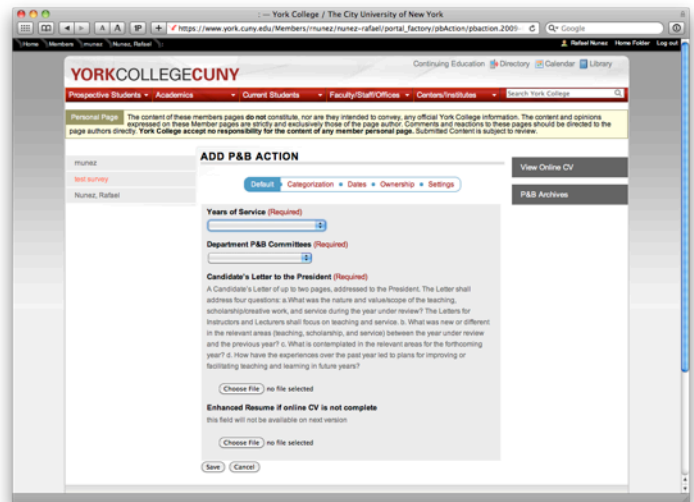


click Find My CV I start my PB action
select your online cv

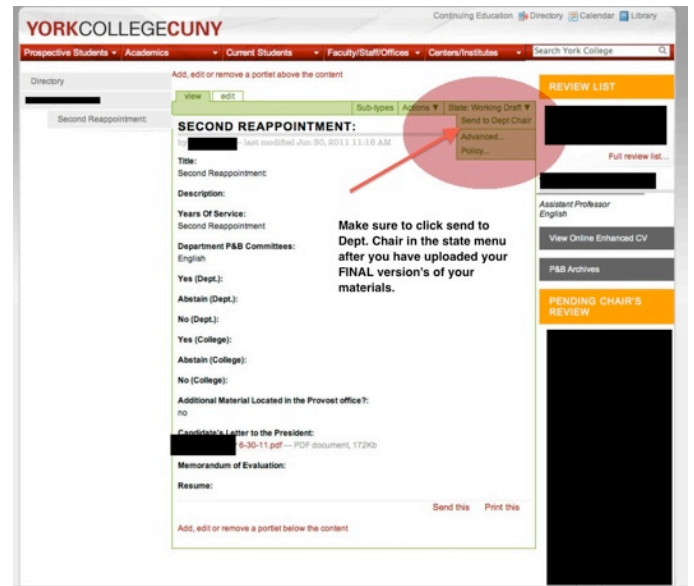


click "add new P&B doc"
(just below the photo)

fill the information required and save.



go to "State" menu (light green area) and click on "Submit to Department Chair."



You're Done!

Your document is now pending the chair's attachment and submission to the department P&B



Chair's Role in the Reapplication Process

(memo attachment)

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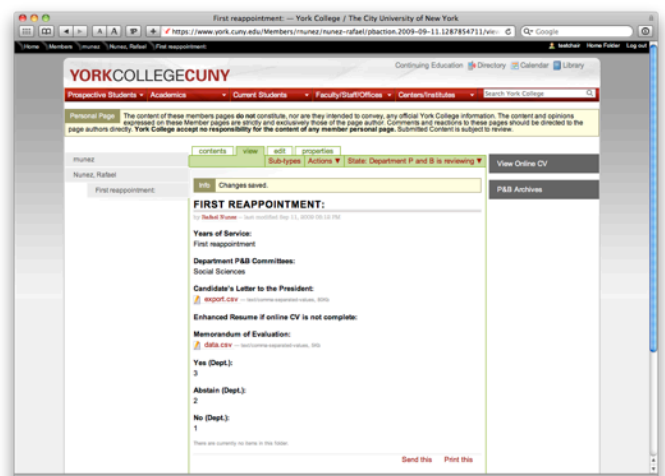
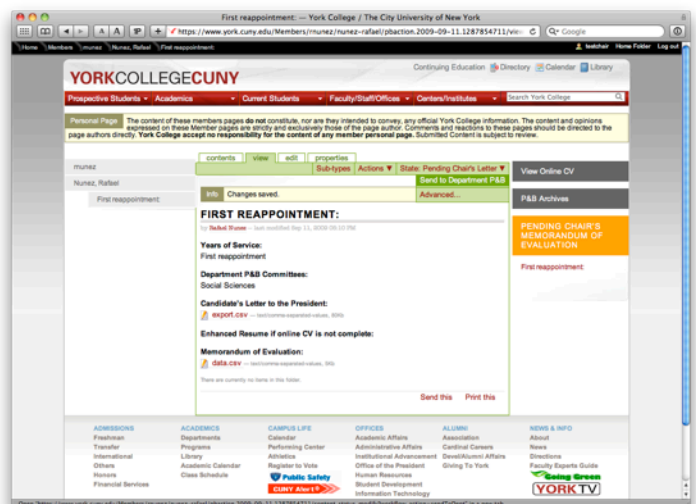
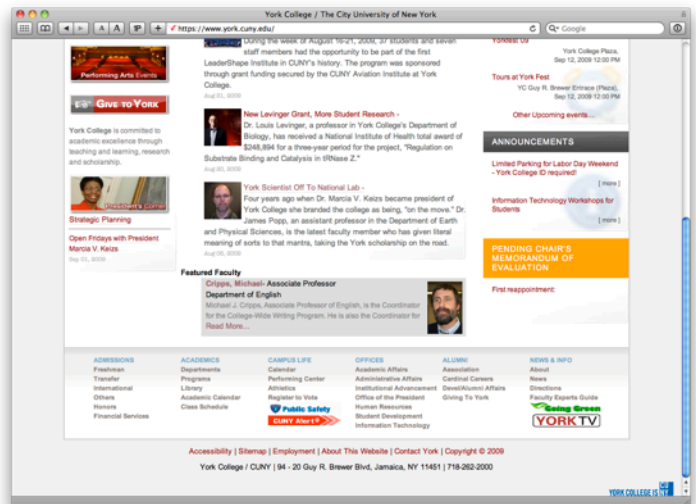
you will see a new portlet on the right column

it will take you directly to de document you have to attach the letter and/or review

on the document you have to attach the Memo you will see the edit tab, click on edit and attach the file

save the document.

Click state on the upper right corner of the green border and select send to dept P&B

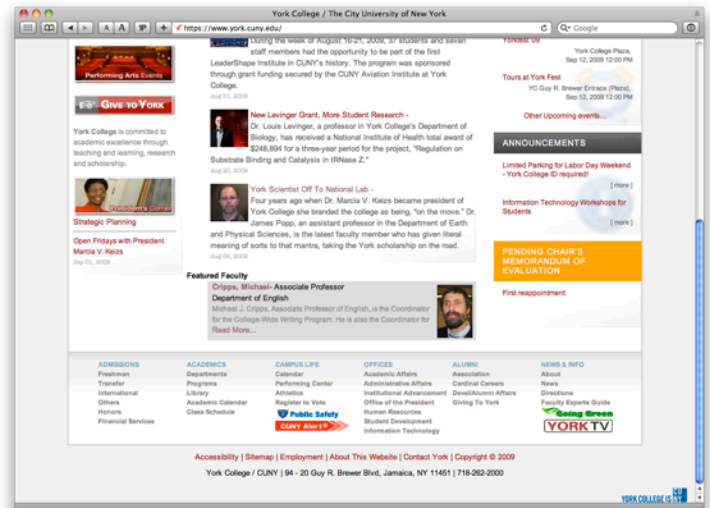


Chair's Role in the Reapplication Process

(after dept P&B meeting)

After your P&B meeting log in to the site, go to the faculty P&B application, click edit enter the results and save it.

Click state on the upper right corner of the green border and select send to college P&B



P&B Committee's Role in the Reapplication Process

go to www.york.cuny.edu

click "log in" on the upper right corner

enter your user name and password

you will see a new portlet on the right column

it will take you directly to the document you have to attach the letter and/or review