

(Revised August 24, 2017)

Office of the Provost
Administrative Calendar 2017-2018

Faculty Personnel & Budget Meetings: See left-hand column and the corresponding meeting dates in center column.

Academic Department Actions: See right-hand column and the corresponding meeting dates in the center column.

<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm (SH-336)	<u>Dates</u>	<u>Academic Department Actions</u>
Agenda To Be Determined (<u>Not</u> an F P&B Meeting)	08/15/17	
<ul style="list-style-type: none">1st Meeting of F P&B for 2017-2018	08/22/17	
<ul style="list-style-type: none">Chair's Workshop (Noon – 6:00 pm)New Faculty Orientation (Full Day)	08/25/17	
	08/30/17	Deadline Submission of Fall 2017 Electronic Multiple Positions Form (eMPRF).
	09/01/17	Academic Departmental Meetings (no later than date).
	09/05/17	1) Deadline for Department P&B to approve eMPRF's . 2) Deadline for department P&B recommendations to HR , including updated Reappointment Letter and PA, and to the Provost Office with supporting materials entered into Digital Measures for: <ul style="list-style-type: none">Tenure/Promotion (7th reappointment)CCE (5th reappointment) 3) Deadline for department P&B recommendations to HR , including updated Reappointment Letter and PA, and supporting material to the Office of the School Dean for: <ul style="list-style-type: none">3rd Reappointments (fourth year of service)

Faculty Personnel & Budget Meeting Agenda Items Time: 3:15 pm – 5:00 pm (SH-336)	<u>Dates</u>	<u>Academic Department Actions</u>
	09/08/17	Deadline for candidates to notify their department chair that they wish to be considered for promotion in the Spring .
Meeting of F P&B. ➤ Election of Committee on Committees and Tenure, Promotion and CCE committee.	09/12/17	
Senate Meeting Time: 3:30 pm – 5:00 pm Location: CA B04	09/13/17	
Chair's 90x30 Retreat ➤ Time: 5:00 pm – 9:00 pm ➤ Location: Student Life Building, Room	09/19/17	
New Faculty Seminar Part I of VI	09/20/17	
Deadline for Applications for Faculty Travel is Friday September 22nd, 2017, for travel between July 1 and December 31, 2017	09/22/17	
Presidential Inauguration and Academic Convocation	09/27/17	Presidential Inauguration and Academic Convocation
	09/21/17	Deadline for department P&B recommendations to HR and supporting material to the Office of the School Dean , including updated <u>Reappointment Letter, PA and certification of student evaluations, for:</u> <ul style="list-style-type: none"> • Professorial Titles - 2nd, 4th, 5th and 6th reappointments (third, fifth sixth and seventh years of service) • Lecturers – 4th reappointment (fifth year of service)
	09/29/17	Deadline for department chairs to notify the Provost (cc: Deans) of all prospective candidates for promotion in the Spring semester.

Faculty Personnel & Budget Meeting Agenda Items Time: 3:15 pm – 5:00 pm (SH-336)	<u>Dates</u>	<u>Academic Department Actions</u>
Meeting of F P&B ➤ Election of Budget Committee, Distinguished Professor Committee, Fellowship & Scholar Incentive Awards Committee, Library Executive Committee, Travel Committee. ➤ Recommendations for: <ul style="list-style-type: none"> • Assistant Professor Emeritus • Associate Professor Emeritus 	10/03/17	Deadline for submission of Fellowship Leave Report and Scholar Incentive Leave Report.
General Faculty Meeting Time: 3:30 pm – 5:00 pm Location: Faculty Dining Room	10/04/17	
Senate Meeting Time: 3:30 pm – 5:00 pm Location: CA B04	10/18/17	Academic Departmental Meetings (no later than date).
Meeting of F P&B. ➤ Recommendations for (<u>December 1 Notification Date</u>): <ul style="list-style-type: none"> • Tenure/Promotion to Associate Professor and CCE (All titles). • Professorial Titles - 2nd to 6th reappointments (third to seventh years of service) • Lecturers - 3rd and 4th reappointments (fourth and fifth years of service) • Instructors – 2nd to 4th reappointments (third to fifth years of service) • CLT'S – 2nd to 4th reappointments (third to fifth years of service) 	10/24/17	
New Faculty Seminar Part II of VI	10/25/17	
	10/26/17	Notice of re-appointment/non-reappointment of adjuncts (for 12/1/17 deadline) for Spring 2018.
Meeting of F P&B. ➤ Recommendations for Tenure/Promotion to Associate Professor and CCE (continued).	11/07/17	

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<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm (SH-336)	<u>Dates</u>	<u>Academic Department Actions</u>
	11/08/17	Academic Departmental Meetings (no later than date).
	11/10/17	Deadline for submission of Full-time Faculty Electronic Workload (eFWL) Forms for Fall 2017 .
<u>Meeting of F P&B</u> , if necessary.	11/14/17	Deadline for Academic Filers to submit their Financial Disclosure Statement to the NYS Joint Commission on Public Ethics
<u>Senate Meeting</u> Time: 3:30 pm – 5:00 pm Location: CA B04	11/15/17	
New Faculty Seminar Part III of VI	11/22/17	
<u>General Faculty Meeting</u> Time: 3:30 pm – 5:00 pm Location: Faculty Dining Room	11/29/17	Deadline Submission of Spring 2018 Electronic Multiple Positions Form (eMPRF).
	12/01/17	Deadline for submission of completed Fellowship Leave and Scholar Incentive Award applications, as well as the written confirmation of eligibility, submitted by the department chair to the Provost.
<u>Meeting of F P&B.</u> ➤ Recommendation for Honorary Degrees.	12/05/17	
<u>Senate Meeting</u> Time: 3:30 pm – 5:00 pm Location: CA B04	12/06/17	
	12/14/17	Deadline for Department P&B to approve eMPRF's .
	01/04/18	ALL Full-Time Faculty should commence upload of 2017 Calendar Year Scholarship and Creative Activity into Digital Measures for the CUNY Annual Report.

Faculty Personnel & Budget Meeting Agenda Items Time: 3:15 pm – 5:00 pm (SH-336)	Dates	Academic Department Actions
	01/18/18	Deadline for department P&B recommendations to <u>HR and to the Office of the School Dean, including updated Reappointment Letter, PA and certification of student evaluations for:</u> <ul style="list-style-type: none">• Professorial Titles – 1st reappointment (second year of service)• Lecturers – 1st reappointment (second year of service) <u>and</u> 2nd reappointment (third year of service)• Instructors – 1st reappointment (second year of service)• CLT’S – 1st reappointments (second year of service)
	01/19/18	1) Deadline for submission of department P&B Promotion recommendations, and updated CVs and with supporting materials entered into Digital Measures and to the Provost’s Office. 2) Appeals are due to the Promotion Committee from negative recommendations of department P&B.
1st Meeting of F P&B Spring Semester.	01/23/18	
Senate Meeting Time: 3:30 pm – 5:00 pm Location: CA B04	02/07/18	
Meeting of F P&B. ➤ Recommendations for (<u>April 1 Notification Date</u>): <ul style="list-style-type: none">• Professorial Titles – 1st reappointment (second year)• Lecturers – 1st reappointment (second year) <u>and</u> 2nd reappointment (third year)• Instructors – 1st reappointment (second year)• CLT’S – 1st reappointments (second year) ➤ Recommendations for: <ul style="list-style-type: none">• Fellowship Awards & Scholar Incentive Awards• Library Professional Reassignment Leave	02/13/18	Deadline for department recommendations for reappointment <u>with supporting materials (CV’s) entered into Digital Measures for:</u> <ul style="list-style-type: none">• Distinguished Professors• Distinguished Lecturers

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Faculty Personnel & Budget Meeting Agenda Items Time: 3:15 pm – 5:00 pm (SH-336)	Dates	Academic Department Actions
General Faculty Meeting Time: 3:30 pm – 5:00 pm Location: Faculty Dining Room	02/28/18	
	03/01/18	Deadline/Last day to schedule Annual Evaluations.
Senate Meeting Time: 3:30 pm – 5:00 pm Location: CA B04	03/07/18	
New Faculty Seminar Part IV of VI	03/14/18	
	03/16/18	Notice of reappointment / non-reappointment of Adjuncts with less than 6 consecutive semesters and Graduate Assistants A, B, C with 4/26/18 deadline for Fall 2018.
Meeting of F P&B. ➤ <u>Recommendations for Promotion:</u> <ul style="list-style-type: none">• Professor, Associate Professor* and CLT title. *Except for those who applied for tenure in the Fall. ➤ <u>Recommendations for Reappointments:</u> <ul style="list-style-type: none">• Distinguished Professors and• Distinguished Lecturers	03/27/18	
	03/29/18	Notice of Adjunct reappointment / non-reappointment for those serving in the same department for 6 or more consecutive semesters (not counting summers), with 5/11/18 deadline, for Fall '18 and Spring '19.
	04/02/18	1) Deadline for All Full-Time Faculty to submit 2017 Calendar Year Scholarship and Creative Activity into Digital Measures for the CUNY Annual Report. 2) Deadline for Faculty to submit artifacts for 2017 Calendar Year Library Publications Event.
	04/03/18	Deadline for submission of Full-time Faculty Electronic Workload Forms (eFWL) for Spring 2018 .
New Faculty Seminar Part V of VI	04/11/18	

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<u>Senate Meeting</u> Time: 3:30 pm – 5:00 pm Location: CA B04	04/18/18	
<u>Meeting of F P&B.</u> ➤ <u>Recommendations for Promotion (continued):</u> <ul style="list-style-type: none">• Professor, Associate Professor & CLT titles	04/24/18	Department Chair (Summer) designation & hrs. submitted to Office of Academic Personnel.
<u>General Faculty Meeting</u> Time: 3:30 pm – 5:00 pm Location: Faculty Dining Room	04/25/18	
<u>Meeting of F P&B.</u> ➤ <u>Recommendations for Promotion (continued), if needed.</u>	05/01/18	
	04/30/18 to 05/04/18	Election of department chairs, representatives to the Senate and P&B members in: TBA
<u>Senate Meeting</u> Time: 3:30 pm – 5:00 pm Location: CA B04	05/09/18	
<u>Meeting of F P&B.</u> ➤ Meeting, if necessary.	05/15/18	
New Faculty Seminar Part VI of VI <u>Senate Meeting (only if necessary)</u> Time: 3:30 pm – 5:00 pm Location: CA B04	05/16/18	
Commencement	05/31/18	Commencement