

(November 18, 2020)

Office of the Provost
Administrative Calendar 2020-2021

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

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

<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm	<u>Dates</u>	<u>Academic Department Actions</u>
Agenda To Be Determined by HR, Provost Office, Special Counsel Only , <u>not</u> an F P&B Meeting.	08/11/20	
1st Meeting of F P&B for AY 2020-2021.	08/18/20	
<ul style="list-style-type: none">New Faculty Orientation Link (Full Day) [link to be added]	08/21/20	
	08/26/20	1st Day of Classes
	08/31/20	Academic Department Meetings (no later than date).
2nd Meeting of F P&B. <u>Elections</u> for Committee on Committees and Tenure, Promotion and CCE committee.	09/01/20	1) Deadline for department P&B recommendations <u>to HR, including updated Reappointment Letter and PA, and to the Provost Office with supporting materials entered into Digital Measures for:</u> <ul style="list-style-type: none">Tenure/Promotion (7th reappointment)CCE (5th reappointment) 2) Deadline for department P&B recommendations <u>to HR, including updated Reappointment Letter and PA, and supporting material to the Office of the School Dean for:</u> <ul style="list-style-type: none">3rd Reappointments (fourth year of service) for Lecturers and CLTs4th Reappointments (fifth year of service) for Professorial RanksDeadline for submission of recommendations to confer Assistant Professor Emeritus and Associate Professor Emeritus titles.

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<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm	<u>Dates</u>	<u>Academic Department Actions</u>
Senate Meeting (Hyperlink) Time: 3:30 - 5:00 pm Location: TBA	09/02/20	
	09/07/20	College Closed – Labor Day Holiday
	09/08/20	Deadline for <u>candidates</u> to notify their department chair that they wish to be considered for promotion in the Spring.
New Faculty Seminar <u>Part I of VI</u> Time: 3:30-5:00pm Location: Zoom	09/16/20	
	09/11/20	Deadline Submission of Fall 2020 Electronic Multiple Positions Form (eMPRF).
Convocation	09/16/20	Convocation
	09/21/20	Deadline for Academic Departments to update adjunct directory information on department website.
	09/25/20	1) Deadline for Department P&B to approve eMPRF's. 2) Deadline for department P&B recommendations to <u>HR and supporting material 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 - 2nd, 3rd, 5th and 6th reappointments (third, fourth, sixth and seventh years of service)• Lecturers – 4th reappointment (fifth year of service)• Instructors - 2nd and 4th reappointments (third and fifth years of service)• CLTs - 2nd and 4th reappointments (third and fifth years of service)
	09/18/20 thru 09/20/20	No Classes (Religious Observances)
	09/28/20	No Classes (Religious Observances)
	09/30/20	Deadline for <u>department chairs</u> to notify the Provost (cc: Deans) of all prospective candidates for promotion in the Spring semester.

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<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm	<u>Dates</u>	<u>Academic Department Actions</u>
General Faculty Meetings (Hyperlink) Time: 3:30 pm – 5:00 pm Location: TBA	09/30/20	
	10/02/20	Deadline for submission of Full-time Faculty Electronic Workload (eFWL) Forms for Fall 2020 .
Senate Meeting (Hyperlink) Time: 3:30 - 5:00 pm; Location: TBA	10/07/20	Academic Departmental Meetings (no later than date).
	10/12/20	College Closed – Columbus Day Holiday
<u>Meeting of F P&B</u> ➤ <u>Election</u> of Budget Committee, Distinguished Professor Committee, Fellowship & Scholar Incentive Awards Committee, Library Executive Committee, Travel Committee. ➤ <u>Recommendations for:</u> <ul style="list-style-type: none">• Assistant Professor Emeritus• Associate Professor Emeritus	10/13/20	Deadline for faculty returning from sabbaticals to submit Fellowship Leave Report and Scholar Incentive Leave Report (hyperlink) .
New Faculty Seminar <u>Part II of VI</u> Time: 3:30-5:00pm Location: Zoom	10/07/20	
<u>Meeting of F P&B.</u> ➤ <u>Recommendations for (December 1 Notification Date):</u> <ul style="list-style-type: none">• Tenure and Promotion to Associate Professor, Tenure for CLTs and CCE (Lecturers).• 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)	10/27/20	

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<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm	<u>Dates</u>	<u>Academic Department Actions</u>
	10/30/20	Notification letters of re-appointment/ non-reappointment to adjuncts (for 12/1/20 deadline) for Spring 2021. <ul style="list-style-type: none">Send “list” of non-reappointments to HR.
Meeting of F P&B. Recommendations for Tenure, Promotion and CCE (continued).	11/03/20	
Senate Meeting (Hyperlink) Time: 3:30 - 5:00 pm Location: CA B-04	11/04/20	Academic Departmental Meetings (no later than date).
	11/15/20	Deadline for <u>Academic Filers</u> to submit their Financial Disclosure Statement to the NYS Joint Commission on Public Ethics (JCOPE).
Meeting of F P&B, Recommendations for Tenure, Promotion and CCE (continued).	11/17/20	
New Faculty Seminar <u>III</u> of VI Time: 3:30-5:00pm Location: Zoom	11/04/20	
General Faculty Meeting (Hyperlink) Time: 3:30 pm – 5:00 pm Location: Faculty Dining Room	11/18/20	
	12/01/20	Deadline for submission of completed Fellowship Leave and Scholar Incentive Award applications and checklists (hyperlinks) , as well as the written confirmation of eligibility, submitted by the department chair to the Office of Academic Personnel in the Provost Office.
Meeting of F P&B. Recommendation for Honorary Degrees.	12/01/20	
Senate Meeting (Hyperlink) Time: 3:30 pm – 5:00 pm Location: TBA	12/02/20	Academic Departmental Meetings (no later than date).

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<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm	<u>Dates</u>	<u>Academic Department Actions</u>
	01/04/21	ALL Full-Time Faculty should commence upload of 2020 Calendar Year Scholarship and Creative Activity into Digital Measures (Hyperlink) for the CUNY Annual Report.
1 st Meeting of F P&B Spring Semester.	01/19/21	
	01/22/21	1) Deadline for submission of department P&B Promotion recommendations sent to the Provost's Office, with updated Lehman CV (hyperlink) and supporting materials entered into Digital Measures (hyperlink) . 2) Appeals are due to the Promotion Committee from negative recommendations of department P&B.
	01/29/21	1st Day of Classes Spring Semester
	01/29/21	Deadline Submission of Spring 2021 Electronic Multiple Positions Form (eMPRF).
Senate Meeting (Hyperlink) Time: 3:30 - 5:00 pm Location: TBA	02/03/21	Academic Departmental Meetings (no later than date).
	02/05/21	1) 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) 2) Deadline for department recommendations for reappointment <u>with supporting material (CV) entered into Digital Measures for:</u> <ul style="list-style-type: none">• Distinguished Professors (DP)• Distinguished Lecturers (DL) Note: 5-year reviews were conducted by the Distinguished Professor Committee in March 2018 for DP appointments and approved by the President and the EVC.

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<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm	<u>Dates</u>	<u>Academic Department Actions</u>
	02/12/2021 and 02/15/2021	College Closed – Lincoln’s Birthday and College Closed – President’s Day
<u>Meeting of F P&B.</u> ➤ <u>Recommendations for (April 1 Notification Date):</u> <ul style="list-style-type: none">• Professorial Titles – 1st reappointment (second year)• Lecturers – 1st reappointment (second year) and 2nd reappointment (third year)• Instructors – 1st reappointment (second year)• CLT’S – 1st reappointments (second year) ➤ <u>Recommendations for:</u> <ul style="list-style-type: none">• Fellowship Awards & Scholar Incentive Awards• Library Professional Reassignment Leave• Distinguished Professors• Distinguished Lecturers	02/16/21	
New Faculty Seminar <u>Part IV of VI</u> Time: 3:30-5:00pm Location: Zoom	02/17/2021	
	02/19/2021	Deadline for Department P&B to approve eMPRF’s.
	02/19/21	Deadline for Academic Departments to update adjunct directory information on department website.
<u>General Faculty Meeting (Hyperlink)</u> Time: 3:30 pm – 5:00 pm Location: TBA	02/24/2021	

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<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm	<u>Dates</u>	<u>Academic Department Actions</u>
	03/01/21	Deadline/Last day to schedule Annual Evaluations (hyperlink) . Note: Department chair’s annual evaluation memorandum for untenured tenure-track faculty in their 3 rd year of service should be completed ASAP for use by the Dean’s Office to complete a dean’s “Pre-tenure Review (Hyperlink)” before Commencement . And per Lehman Policy: Department chair’s annual evaluation memorandum for Lecturers and CLTs in their 3 rd year of service should be completed ASAP for Pre-CCE Reviews and Pre-tenure Reviews, respectively.
	03/03/21	<ul style="list-style-type: none">• Deadline for submission of Full-time Faculty Electronic Workload Forms (eFWL) for Spring 2021.
Senate Meeting (Hyperlink) Time: 3:30 - 5:00 pm Location: CA B-04	03/03/21	Academic Departmental Meetings (no later than date).
	03/16/21	Notification letters of reappointment / non-reappointment to Adjuncts with less than 6 consecutive semesters and Graduate Assistants A, B, C with 5/01/2021 deadline for Fall 2021 . <ul style="list-style-type: none">• Send “list” of non-reappointments to HR.
New Faculty Seminar <u>Part V of VI</u> Time: 3:30-5:00pm Location: Zoom	03/17/21	
<u>Meeting of F P&B.</u> <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.	03/23/21	

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<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm	<u>Dates</u>	<u>Academic Department Actions</u>
	03/26/21	Notification letters of reappointment / non-reappointment to Adjuncts <u>serving in the same department for 6 or more consecutive semesters (not counting summers), for 5/15/2021 deadline, for Fall '21 and Spring '22.</u> Send “list” of non-reappointments to HR.
	03/30/21	1) Deadline for All Full-Time Faculty to submit 2020 Calendar Year Scholarship and Creative Activity into Digital Measures (Hyperlink) for the CUNY Annual Report. 2) Deadline for Faculty to submit artifacts for 2020 Calendar Year Annual Faculty Celebration Event.
	03/27/2021 Thru 04/04/2021	No Classes – Spring Recess
<u>Meeting of F P&B.</u> <u>Recommendations for Promotion (continued):</u> Professor, Associate Professor & CLT titles	04/06/21	Department Chair (Summer) designation & hrs. submitted to Provost Office.
Senate Meeting (Hyperlink) Time: 3:30 pm – 5:00 pm Location: TBA	04/07/21	Academic Departmental Meetings (no later than date).
<u>Meeting of F P&B.</u> <u>Recommendations for Promotion (continued).</u>	04/13/21	
New Faculty Seminar <u>Part VI of VI</u> Time: 3:30-5:00pm Location: Zoom	04/14/21	

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<u>Faculty Personnel & Budget Meeting Agenda Items</u> Time: 3:15 pm – 5:00 pm	<u>Dates</u>	<u>Academic Department Actions</u>
Senate Meeting (Hyperlink) Time: 3:30 pm – 5:00 pm Location: CA B04	05/05/21	Academic Departmental Meetings (no later than date).
	05/03/21 to 05/07/21 (1st full-week in May)	Election of department chairs, representatives to the Senate and P&B members in departments of TBA.
New Faculty Seminar - Year End Mtg. Time: 3:30-5:00pm Location: Zoom	05/06/21	
<u>Meeting of F P&B.</u> <ul style="list-style-type: none">TBA	05/11/21	
General Faculty Meeting (Hyperlink) Time: 3:30 pm – 5:00 pm Location: Faculty Dining Room	05/12/2021	
	05/21/21	Deadline for Dean's Office to complete the "Pre-tenure Review (Hyperlink)" for each untenured tenure-track faculty member in his/her 3 rd year of service during the spring semester, after the department chair's annual evaluation memorandum and before Commencement. And per Lehman Policy: Deadline for Dean's Office to complete Pre-CCE Reviews and Pre-tenure Reviews, respectively, for Lecturers and CLTs in their 3 rd year of service.
<u>Meeting of F P&B.</u> <ul style="list-style-type: none">Last F P&B Meeting for 2020-2021	05/25/21	
Commencement	05/27/21	Commencement