

(Revised August 2, 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 &amp; 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"><li>1<sup>st</sup> Meeting of F P&amp;B for 2017-2018</li></ul>	08/22/17	
<ul style="list-style-type: none"><li>Chair's Workshop (Noon – 6:00 pm)</li><li>New Faculty Orientation (Full Day)</li></ul>	08/25/17	
	08/30/17	Deadline Submission of <b>Fall 2017</b> Electronic Multiple Positions Form ( <b>eMPRF</b> ).
	09/01/17	Academic Departmental Meetings (no later than date).
	09/05/17	1) Deadline for Department P&B to approve <b>eMPRF's</b> . 2) Deadline for department P&B recommendations <b>to HR</b> , including updated Reappointment Letter and PA, <b>and to the Provost Office with supporting materials entered into Digital Measures for:</b> <ul style="list-style-type: none"><li>Tenure/Promotion (7<sup>th</sup> reappointment)</li><li>CCE (5<sup>th</sup> reappointment)</li></ul> 3) Deadline for department P&B recommendations <b>to HR</b> , including updated Reappointment Letter and PA, and supporting material to the <b>School Executive Committee for:</b> <ul style="list-style-type: none"><li>Professorial Titles – 3<sup>rd</sup> reappointment (fourth year of service)</li><li>Lecturers – 3<sup>rd</sup> reappointment (fourth year of service)</li></ul>

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

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

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<u>Faculty Personnel &amp; 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 ( <b>eFWL</b> ) Forms for <b>Fall 2017</b> .
<u>Meeting of F P&amp;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 <b>Spring 2018</b> Electronic Multiple Positions Form ( <b>eMPRF</b> ).
	12/01/17	Deadline for submission of completed <b>Fellowship Leave and Scholar Incentive Award</b> applications, as well as the written confirmation of eligibility, submitted by the department chair to the Provost.
<u>Meeting of F P&amp;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 <b>eMPRF's</b> .
	01/04/18	<b>ALL Full-Time</b> Faculty should commence upload of <b>2017 Calendar Year</b> Scholarship and Creative Activity into Digital Measures for the CUNY Annual Report.

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

<b>Faculty Personnel &amp; Budget Meeting Agenda Items</b> Time: 3:15 pm – 5:00 pm (SH-336)	<b>Dates</b>	<b>Academic Department Actions</b>
<b>General Faculty Meeting</b>  Time: 3:30 pm – 5:00 pm Location: Faculty Dining Room	02/28/18	
	03/01/18	Deadline/Last day to schedule Annual Evaluations.
<b>Senate Meeting</b>  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	<b>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.</b>
<b>Meeting of F P&amp;B.</b> ➤ <u>Recommendations for Promotion:</u> <ul style="list-style-type: none"> <li>• Professor, Associate Professor* and CLT title. <b>*Except for those who applied for tenure in the Fall.</b></li> </ul> ➤ <u>Recommendations for Reappointments:</u> <ul style="list-style-type: none"> <li>• Distinguished Professors and</li> <li>• Distinguished Lecturers</li> </ul>	03/27/18	
	03/29/18	<b>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.</b>
	04/02/18	1) Deadline for <b>All Full-Time Faculty</b> to submit <b>2017 Calendar Year</b> Scholarship and Creative Activity into Digital Measures for the CUNY Annual Report. 2) Deadline for Faculty to submit artifacts for <b>2017 Calendar Year</b> Library Publications Event.
	04/03/18	Deadline for submission of Full-time Faculty Electronic Workload Forms ( <b>eFWL</b> ) for <b>Spring 2018</b> .
New Faculty Seminar Part V of VI	04/11/18	

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