

NEW YORK CITY COLLEGE OF TECHNOLOGY / CUNY
OFFICE OF FACULTY AND STAFF RELATIONS

INSTRUCTIONAL STAFF CALENDAR - SPRING 2024

FEBRUARY

2*

Multiple Position Forms for full-time faculty to be submitted to the department chair by this date. *Faculty should complete and sign the fillable version of the Multiple Position Form. Faculty must ensure that they are familiar with the provisions of the Multiple Position Policy and are accurately reporting activity, title and tenure status.* Chairs will forward to the academic dean for review.

8

College Personnel and Budget (P&B) Committee meets for General Discussion.

23

Multiple position forms for full-time faculty submitted to OFSR for retention via the academic dean by this date.

26

Nominations open for Delegate-at-Large to College Council, Academic Integrity Committee, and University Faculty Senate.** (**Date subject to change.)

29

College P & B Committee meets. The Academic Leave Subcommittee will present candidates to be considered for Fellowship Leave.

MARCH

1*

Department chairs must schedule **annual evaluation conferences** with **all faculty** by this date. Faculty should update their e-PARSE in preparation for the annual evaluation conference.

4*

Department Chairs requests list of potential Tenure external evaluators from Candidates in their 6th year of service, due by April 12.

7

College P & B Committee meets to continue the consideration of candidates for academic leaves.

8

HEO series performance evaluation for personnel who receive annual or multiple-year reappointment letters submitted to OFSR by ECPs by this date.

8*

Nomination period for Delegate-at-Large to College Council, Academic Integrity Committee, and University Faculty Senate closes on this date.** (**Date subject to change.)

14

College P & B Committee meets to consider candidates for reappointments to the 2nd year, presented by department chairs.

* Of special interest to the faculty

18 - 22*

Elections for Delegate-at-Large to College Council, Academic Integrity Committee, and University Faculty Senate.** (**Dates subject to change.)

21

College P & B Committee meets to continue consideration of candidates for reappointment to the 2nd year.

28

College P & B Committee meets to consider candidates for faculty promotion, presented by the promotion Ad-Hoc Committee.

APRIL

3 & 4*

Nominations for department chair & department voting unit delegate in the following departments:

African American Studies

Biological Sciences

Career & Teacher Technology Education

Chemistry

Communication Design

Construction Management/Civil Engineering

Entertainment Technology

Environmental Control

Mathematics

Physics

Radiologic Technology/Medical Imaging

4

College P & B Committee meets to continue consideration of candidates for faculty promotion.

5*

Faculty in their 6th year of service must submit their official C.V. and scholarly material in electronic format and related links to department chair by this date for tenure consideration.

8*

Department chairs schedule election for Department Appointments Committees, to be held between May 6 and May 10 in those departments that will elect chairs to a three-year term. (Chairs may request assistance from the Legislative Committee of the College Council.)

11

College P & B Committee meets to continue consideration of candidates for faculty promotion.

12*

Faculty in their 6th year of service must submit list of potential tenure external evaluators to department chair by this date.

12

Application and supporting documents for HEO reclassifications, assignment differentials and other recommended actions for the HEO Screening Committee's consideration should be submitted to the HEO Screening Committee by this date, for Committee's April meeting. Submissions should be sent electronically to Ruby Rodriguez at RRodriguez@citytech.cuny.edu.

18

College P & B Committee meets to continue consideration of candidates for faculty promotion.

*** Of special interest to the faculty**

19*
Department Appointments Committee choose list of external evaluators from tenure candidate's list, and list provided by DAC members by this date.

22*
The Student Evaluation of Teaching (SET) administration period begins on this date and ends May 15.

MAY

2
College P & B Committee meets to continue consideration of candidates for faculty promotion.

2 & 3*
Elections for department chairs and department voting unit delegate to the College Council.

3*
Department Chair forwards to their academic dean the list of tenure external evaluators and the candidate's C.V. and other scholarly material by this date.

6 – 10*
Elections for Department Appointments Committees in those departments that have elected chairs to a three-year term.

10*
Dean solicits evaluation letters from all selected tenure external evaluators by this date. External evaluators to notify Dean of acceptance within one week. Letters to be returned to the Office of the Provost.

13
Department chairs submit Transmittal Memorandum documenting the names of individuals elected to **Department Appointments Committees** to OFSR, with copies to the provost and the academic dean by this date.

15*
The Student Evaluation of Teaching (SET) administration period ends on this date.

31
Annual evaluations for all teaching instructional staff to be submitted to OFSR by this date.

31*
Faculty submit final updated e-PARSE and supporting documentation, incorporating any additions since annual evaluation conference, with notice to department chair noting any changes to earlier version.

JUNE

7*

Deans submit **Third Year Pre-Tenure review documentation** to OFSR by this date. Per CUNY policy, within 10 days after the meeting with the candidate, a final memorandum must be given to the department chair and a copy to the faculty member. *(Note that while the memorandum is due to OFSR by June 7, the actual review of the candidate's record as well as meeting with the candidate to discuss the draft memo must take place PRIOR to commencement.)*

28

ECPs submit evaluations of all HEO series personnel who have 13.3b status to OFSR by this date.

28

Application and supporting documents for HEO reclassifications, assignment differentials and other recommended actions for the HEO Screening Committee's consideration should be submitted to the HEO Screening Committee by this date, for Committee's July meeting. Submissions should be sent electronically to Ruby Rodriguez at RRodriguez@citytech.cuny.edu.