

CUNY - New York City College of Technology
OFFICE OF FACULTY AND STAFF RELATIONS
HUMAN RESOURCES
INSTRUCTIONAL STAFF CALENDAR - FALL 2023

AUGUST

25*

Updating information in full-time faculty files. *Decisions on reappointment, tenure, and promotion are based on the candidate's accomplishments through the previous academic year. Candidates for reappointment, reappointment with tenure, or promotion to associate professor and professor may provide an updated e-PARSE (with supporting information). However, updates are generally limited to items already listed as in progress in the e-PARSE submitted for the annual evaluation conducted the previous Spring, but having outcomes outside the control of the candidate and not available at the time of the annual evaluation. **Candidates who wish to update their files must inform their Chair in writing, specifying the item being updated, and include OFSR on the notification to the Chair. Once the update has been reviewed, access will be granted to the candidate to update the e-PARSE. Updates must be made by the file closing dates noted below.***

- **Files for candidates for reappointment will close effective 11:59 p.m. on Friday, September 8, after which no additions are permitted.**
- **Files for candidates for promotion will close effective 11:59 p.m. on Monday, November 6, after which no additions are permitted.**
- Files reopen after the College Personnel & Budget Committee has completed review.

25 – September 8

Department Appointments Committees meet to schedule classroom observations for full-time and adjunct faculty for the 2023-2024 academic year.

(Note: Non-tenured and non-certificated faculty must be observed for a full classroom period at least once each semester; all others must be observed at least once a year.)

28 - 1

Annual evaluations not submitted in June are immediately due in the Office of the Academic Dean prior to submission to the Office of Faculty and Staff Relations. All evaluations must be submitted to OFSR **no later than Friday, September 1.**

SEPTEMBER

1

Academic Deans are to submit all outstanding annual evaluations to OFSR by this date. Evaluations should be submitted to Sandra Williams at slwilliams@citytech.cuny.edu by 11:59 p.m.

7

College P & B Organizational Meeting. *(Note: All P&B Committee meetings begin at 9:30 A.M. unless otherwise noted. All Thursday mornings should be kept open.)*

8*

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**

**Of Special Interest to Faculty*

are familiar with the provisions of the Multiple Position Policy and are accurately reporting activity, title and tenure status. Chairs will forward to academic dean for review.

8*

Faculty files of candidates for reappointment are closed by 11:59 p.m. (*See August 25 for permissible additions.*)

11

Applications 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 the Committee's September meeting. Submissions should be sent electronically to Ruby Rodriguez at RRodriguez@citytech.cuny.edu.

11*

For eligible faculty hired Fall 2018 or later - Candidate submits RPA with a list of proposed external evaluators to department chair. The chair will share the list of external evaluators with the Department Appointments Committee and forward the RPA to the academic dean, who will forward to the provost, who will submit fully-signed RPA to OFSR by 11:59 p.m. on Friday, October 6.

11 – 22

Department Appointments Committees meet to approve multiple position forms for full-time faculty. *Familiarity with the provisions of the Multiple Position Policy is essential. Department Chair must note Committee meeting date on Multiple Position Form.*

<http://www.citytech.cuny.edu/fsr/docs/policies/MPPRevised2014.pdf>

11 - 22

Department Appointments Committees meet to consider candidates for reappointment.

18*

Application period opens for promotion to Associate Professor and Professor for eligible candidates.

18*

Fellowship Leave and Scholar Incentive Award application period opens. Requests are for academic leaves to be *commenced* during Fall 2024 or Spring 2025 -- the **2024-2025** academic year. A fully-signed Request for Personnel Action (RPA) form should be submitted by the Provost to OFSR by **11:59 p.m. on Friday, October 6**. RPAs should be submitted via email to Sandra Williams at slwilliams@citytech.cuny.edu.

21

College P & B Committee meets to consider candidates for 3rd year appointments, to be presented by department chairs.

22*

For eligible faculty hired Fall 2018 or later - Department Appointments Committees should select list of external evaluators for candidates for promotion from the candidate's prospective list and a list provided by DAC members by this date, and forward to the academic dean.

28

College P & B Committee meets for continuation of presentations by department chairs of candidates for appointment to the 3rd year, to be presented by department chairs.

**Of Special Interest to Faculty*

29*

For *eligible* faculty hired Fall 2018 or later - Academic deans begin soliciting reviews from list of external evaluators for candidates for promotion. Reviewers must notify deans of acceptance within one week; reviews are to be submitted to the Office of the Provost **by December 1, 2023.**

29*

Multiple Position forms for full-time faculty to be submitted to OFSR for retention via the academic dean by this date. **The forms should be uploaded to the to the college's secure drive or designated Dropbox account, organized by school and academic department, for retrieval by OFSR.**

OCTOBER

5

College P & B Committee meets for continuation of consideration of candidates for appointment to the 3rd year and to begin presentation for candidates to the 7th year, to be presented by department chairs.

6*

Department chairs submit RPA with final list of external evaluators for candidates for promotion to the academic dean by this date.

6*

The Provost submits a fully-signed Request for Personnel Action (RPA) Form for candidates for promotion to Associate Professor and Professor via email to OFSR **by 11:59 p.m.** by this date. (See August 25 above for important information on updating files.) RPAs should be submitted to slwilliams@citytech.cuny.edu. The file is closed effective 11:59 p.m. on November 3.

6*

The Provost submits a fully-signed RPA Form for candidates for Fellowship Leave and Scholar Incentive Award via email to OFSR **by 11:59 p.m.** RPAs should be submitted to slwilliams@citytech.cuny.edu.

19

College P & B Committee meets for presentations by the P & B Subcommittee on Reappointments of candidates for appointment to the 6th year.

NOVEMBER

3*

Last day candidates for promotion to professor and associate professor may provide updated e-PARSE (with supporting information). (See August 25 for information on what may be updated.) The file is closed effective 11:59 p.m.

3*

Faculty applying for Fellowship Leave or Scholar Incentive Award submit application, timeline, and any supporting documents in *hard-copy format* to the department chair for review by the Appointments Committee by this date.

6

Files are open for Departmental Peer Committees to review and act on promotion to Associate Professor and Professor, prior to December holiday period.

9

College P & B Committee meets for presentations by the P & B Subcommittee on Reappointments of candidates for Tenure and CCE.

16

College P & B Committee meets for continuation of presentations by the P & B Subcommittee on Reappointment of candidates for Tenure and CCE.

DECEMBER

1*

For *eligible* faculty hired Fall 2018 or later - Review letters for external evaluators for candidates for promotion are due to the Office of the Provost by this date.

1

Department Chairs to notify applicants for Fellowship Leave & Scholar Incentive Award of Department Committee's approval by this date.

4

Fellowship Leave and Scholar Incentive Award applications, timelines, and all supporting documents to be submitted by Department Chairs in *hard-copy format* via the academic dean to OFSR by 5 p.m.

4

Applications 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 the December meeting. Submissions should be sent electronically to Ruby Rodriguez at RRodriguez@citytech.cuny.edu.

7

College P & B Committee meets for general discussion.

JANUARY 2024

8

For promotion to Associate Professor and Professor, the peer committee report, fall observation(s), appropriate memoranda, and the name(s) of the elected peer(s) are submitted by department chair to OFSR via the academic dean by this date.