



**NEW YORK CITY  
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK

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EVENING & SUMMER SESSIONS OFFICE  
INTER-OFFICE MEMORANDUM

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**DATE:            SPRING 2018**

**TO:                Department Chairpersons/Program Coordinators**

**FROM:            Pamela Brown, Associate Provost**

**RE:                Faculty Service Report Due Dates**

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<u>Period</u>	<u>Faculty Service Reports Due in Evening &amp; Summer Session Office</u>
1/27/18 - 2/28/18	03/02/18
3/01/18 - 3/31/18	04/02/18
4/01/18 - 4/30/18	05/02/18
5/01/18 - 5/24/18	05/25/18