



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK

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EVENING & SUMMER SESSIONS OFFICE
INTER-OFFICE MEMORANDUM

DATE: **SUMMER 2017**

TO: Department Chairpersons/Program Coordinators

FROM: Pamela Brown, Associate Provost

RE: Faculty Service Report Due Dates

Pay Period

Faculty Service Reports
Due in Evening & Summer Session Office

Summer 1S: 06/01/17 -- 06/28/17	06/29/17
Summer 1L: 06/01/17 -- 07/05/17	07/06/17
Summer 2: 07/10/17 -- 08/10/17	08/14/17