



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201-2983
NG-07 • Tel: (718) 260-5565 • FAX: (718) 254-8541

EVENING & SUMMER SESSIONS OFFICE
INTER-OFFICE MEMORANDUM

DATE: **SUMMER 2018**

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: 06/01/18 -- 06/28/18

07/02/18

Summer 1L: 06/01/18 -- 07/05/18

07/06/18

Summer 2: 07/09/18 -- 08/09/18

08/10/18