

**NEW YORK CITY COLLEGE OF TECHNOLOGY/CUNY**  
**INSTRUCTIONAL STAFF CALENDAR**  
**FALL 2009**

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**SEPTEMBER**

**3**

**Organizational meeting of the College Personnel and Budget Committee. Please keep all Thursday mornings free.**

**8**

Departmental Committees on Appointments meet to schedule observations for the **2009-2010** academic year. Please note that at least once each semester non-tenured and non-certificated faculty must be observed for a full classroom period; all others must be observed at least once a year.

**8**

Annual evaluations not submitted in June are due immediately in the Office of Instructional Staff Relations (Namm 321) via the academic deans.

**8**

Curriculum vitae and reappointment forms should be prepared and submitted to the Office of Instructional Staff Relations (Namm 321) for instructional staff members being recommended for reappointment with tenure or certificate of continuous employment effective **September 2009**.

**8**

Departmental Committees on Appointments meet to approve multiple position forms for full-time faculty.

**14**

Multiple position forms submitted to Instructional Staff Relations (N321) via the academic dean.

**OCTOBER**

**5**

Announcement distributed to instructional staff regarding the opening period for Fellowship Leave and Scholar Incentive Award applications for **2009-2010**.

**5**

Opening period for promotion to professor and associate professor. Applications to be given by department chair to eligible candidates **by October 9**

**5**

Curriculum vitae for all individuals recommended for promotion to associate and full professor effective **January 1, 2010** submitted to the Office of Instructional Staff Relations (Namm 321).

**8**

**College P & B Committee considers candidates for 3rd and 5th appointments. Department chairs will make presentations directly to the College P & B Committee on these candidates.**

15

**P & B Committee meets for continuation of presentations of candidates for 3<sup>rd</sup> and 5<sup>th</sup> reappointments.**

16

\*Candidates for promotion to professor and associate professor notify their department chairs and the director of instructional staff relations of their intention in writing.

## **NOVEMBER**

12

**College P & B Committee considers candidates for 4<sup>th</sup> appointment and 6<sup>th</sup> reappointment. The Subcommittee on Reappointments will make a presentation directly to the College P & B Committee on these candidates.**

**\*13**

Candidates for promotion to professor and associate professor submit their data forms with supporting documentation to the Office of Instructional Staff Relations (N321) with a copy to their department chair.

\*13

Candidates submit Fellowship Award and Scholar Incentive Award applications to their respective department chairs with a notice of intention to the Office of Instructional Staff Relations.

19

**College P & B Committee meets for continuation of presentations of candidates for reappointment.**

23

Department chairs submit Fellowship Award and Scholar Incentive Award applications to respective academic deans

## **DECEMBER**

1

For promotion to associate professor and professor, peer meetings are to be held prior to the holiday period.

10

College P & B meets for general discussion.

14

Academic deans submit Fellowship Award and Scholar Incentive Award applications to the Office of Instructional Staff Relations.

## **JANUARY**

4

For promotion to associate professor and professor, evaluation reports, observations, appropriate memoranda, and the name(s) of the elected peer(s) submitted by department chair to the Office of Instructional Staff Relations (N321) via the academic dean.

**\*Of special interest to faculty members**