

**By E-Mail
MEMORANDUM**

TO: Labor Designees
Directors of Human Resources

FROM: **Esdras Tulier**

DATE: July 17, 2017

SUBJECT: **REVISED Teaching Instructional Staff- Start and End Dates - 2017-2018 Academic Year**

I would like to take this opportunity to review the policies regarding appointment periods and dates of leaves of absence without pay, Fellowship Leaves and Scholar Incentive Awards for members of the teaching instructional staff. The rules stated below reflect the 2017-2018 academic calendar. These dates must be recorded accurately in CUNYfirst, which informs the Chancellor's University Report. With the advent of Payroll Interface, the accuracy of start dates and end dates of appointments and leaves recorded in CUNYfirst becomes essential for accurate payroll processing. Please share this memorandum with the appropriate staff on your campus.

Appointments and Reappointments:

Full-time faculty appointments and reappointments for the 2016-2017 academic year end on Thursday, August 24, 2017.¹

Initial appointments and reappointments for full-time faculty members shall be effective on Friday, August 25, 2017. Full-time faculty members will be available for professional assignments effective on that date. This provision also applies to substitute faculty hired at the beginning of the fall 2017 semester.

A full-time faculty member whose appointment commences at the beginning of the spring 2018 semester shall have the one month of annual leave earned by working in the spring semester pro-rated at 50% over the months of July and August, 2018. He/she will therefore remain on payroll during those months at 50% pay and maintain health insurance coverage during those months. This provision does not apply to substitute faculty.

Tenure, Promotion and Certificate of Continuous Employment (CCE):

All regular recommendations for tenure or a certificate of continuous employment shall continue to be effective September 1.

Promotions will be effective Friday, August 25, 2017.

¹ Effective August 25, 2006, the period of annual leave for full-time teaching members of the faculty shall be from the day subsequent to the spring commencement of each college until the third day, excluding Saturday and Sunday preceding the thirtieth of August that follows such commencement, or an equivalent consecutive period.

Faculty receiving tenure and promotion should have both dates recorded in CUNYfirst. Salary step increases given upon promotion are effective August 25, 2017.

Leaves of Absence:

Leaves of absence without pay for the academic year shall commence on Friday, August 25, 2017 and have a terminal date of **Sunday, August 26, 2018**

Leaves of absence without pay for the fall 2017 semester shall commence on Friday, August 25, 2017, and have a terminal date of Friday, January 26, 2018. (NB: Saturday, January 27, 2018 is the first day of classes in the spring 2018 semester.)

Leaves of absence without pay for the spring 2018 semester shall commence on Saturday, January 27, 2018 and have a terminal date of June 30, 2018.

Full-time faculty members who take a leave of absence without pay for either the fall 2017 or the spring 2018 semester shall remain on payroll through July and August, 2018, but be paid for those months at 50% of their normal bi-weekly rate. They will maintain their health insurance benefits during the summer months.

Fellowship and Scholar Incentive Award Leaves:

Fellowship Leaves or Scholar Incentive Awards for the full year shall commence on Friday, August 25, 2017 and end on **Sunday, August 26, 2018**.

Fellowship Leaves or Scholar Incentive Awards that are only for the fall 2017 semester begin on Friday, August 25, 2017 and end on January 26, 2018.

An employee on a Fellowship Leave or a Scholar Incentive Award that is only for the fall 2017 semester will receive full vacation pay for the month of July 2018. The period from August 1, 2018, through **August 26, 2018**, will be paid at the same percentage rate of his/her regular pay that the employee received for the fall 2017 semester.

Fellowship Leaves or Scholar Incentive Awards for the spring 2018 semester shall commence on January 27, 2018, and continue through July 31, 2018.

An employee on a Fellowship Leave or a Scholar Incentive Award that is only for the spring 2018 semester will receive full vacation pay for the period August 1, 2018, through **August 26, 2018**. The month of July 2018 will be paid at the same percentage rate of his/her regular pay that the employee received for the spring 2018 semester.

Travia Leave, Non-Reappointment and Resignations:

Members of the teaching instructional staff who are on Travia Leave for the Fall 2017 semester shall have a terminal date of **January 26, 2018**. Members of the teaching instructional staff who are on Travia Leave for the Spring 2018 semester shall have a terminal date of **August 26, 2018**.

A full-time faculty member who resigns after the fall 2017 semester and a full-time substitute faculty member who worked the entire fall semester, but who will not be employed by the City University in the spring 2018 semester in a full-time capacity, will be on annual leave for one month after the end of the fall 2017 semester (through February 28, 2018).

Members of the teaching instructional staff who are not reappointed or who resign after working the entire academic year shall have a terminal date of **August 26, 2018**.

Thank you for your cooperation. If you have any questions, please call me at 646.664.3291.

c:	Vice Chancellor Gloriana B. Waters	M s. Sahana Gupta
	Vice Chancellor Pamela Silverblatt	M s. Ethelyn Clark
	Chief Academic Officers	Ms. Shakira Smith
	Chief Administrative Officers	Ms. Hourig Messerlian
	Ms. Deborah Bell	Mr. Jerry Rothman
	M s. Judith Opperman	M s. Laura Blank
	HR Advisory Services	