

CUNY – NEW YORK CITY COLLEGE OF TECHNOLOGY
OFFICE OF FACULTY AND STAFF RELATIONS
INSTRUCTIONAL STAFF CALENDAR – FALL 2021

AUGUST

25*

Updating information in faculty files. *Decisions on reappointment, tenure, and promotion are based on the candidate's accomplishments through the previous academic year. Candidates for reappointment, reappointment with tenure, or promotion to associate professor and professor may provide an updated e-PARSE (with supporting information). However, updates are generally limited to items already listed as in progress in the e-PARSE submitted for the annual evaluation conducted the previous Spring, but having outcomes outside the control of the candidate and not available at the time of the annual evaluation. Candidates who wish to update their files must inform their Chair in writing, specifying the item being updated, and include OFSR on the notification to the Chair. Once the update has been reviewed, access will be granted to the candidate to update the e-PARSE. Updates must be made by the file closing dates noted below.*

- Files for candidates for reappointment will close effective 11:59 p.m. on September 9, after which no additions are permitted.
- Files for candidates for promotion will close effective 11:59 p.m. on October 29, after which no additions are permitted. ****Candidates for promotion hired Fall 2018 and thereafter should make note of double asterisked calendar items.**
- Files reopen after the College Personnel & Budget Committee has completed review.

26 – September 10

Department Committees on Appointments meet to schedule classroom observations for full-time and adjunct faculty for the 2021-2022 academic year.

(Note: Non-tenured and non-certificated faculty must be observed for a full classroom period at least once each semester; all others must be observed at least once a year.)

27

Adjunct workload declaration forms are to be submitted to the Adjunct Faculty Workload Management Office (AWMO@citytech.cuny.edu) by Department Chairs. *(Chairs must ensure that adjunct workload is within contractual limits.)*

30 - Sept 2

Annual evaluations not submitted in June are immediately due in the Office of the Academic Dean prior to submission to the Office of Faculty and Staff Relations. All evaluations must be submitted to OFSR **no later than Thursday, September 2.**

SEPTEMBER

2

Academic Deans are to submit all outstanding annual evaluations to OFSR by this date. Evaluations should be submitted to Sandra Williams at swilliams@citytech.cuny.edu by 11:59 p.m.

9*

Faculty files of candidates for reappointment are closed by 11:59 p.m. *(See August 25 for permissible additions.)*

9*

Multiple Position forms for full-time faculty to be submitted to the department chair by this date. ***Faculty should complete and sign the fillable version of the Multiple Position Form. Faculty must ensure that they are familiar with the provisions of the Multiple Position Policy and are accurately reporting activity, title and tenure status.***

9

College P & B Organizational Meeting. (Note: All P&B Committee meetings begin via videoconference at 9:30 A.M. unless otherwise noted. All Thursday mornings should be kept open.)

10 - 22

Department Committees on Appointments meet to approve multiple position forms for full-time faculty. *Familiarity with the provisions of the Multiple Position Policy is essential. Department Chair must note Committee meeting date on Multiple Position Form.* <http://www.citytech.cuny.edu/fsr/docs/policies/MPPRevised2014.pdf>

10 - 22

Department Committees on Appointments meet to consider candidates for reappointment. The committee chair should contact Sandra Williams in OFSR at slwilliams@citytech.cuny.edu to schedule meeting times.

20*

Application period opens for promotion to Associate Professor and Professor for eligible candidates. **Candidates hired fall 2018 and thereafter submit RPA with a list of proposed external evaluators to department chair. **The chair will share the list of external evaluators with the Department Appointments Committee**, and forward the RPA to the academic dean, who will forward to the provost, who will submit fully-signed RPA to OFSR **by 11:59 p.m. on Friday, October 8.** *Fully-signed RPAs for ALL promotion candidates must be submitted to OFSR by October 8.*

20*

Fellowship Leave and Scholar Incentive Award application period opens. Requests are for academic leaves commencing Fall 2022 or Spring 2023 -- the **2022-2023** academic year. Candidates declare their intentions by submitting a fully-signed Request for Personnel Action (RPA) form to OFSR **by 11:59 p.m. on Friday, October 8.** RPAs should be submitted via email to Sandra Williams at slwilliams@citytech.cuny.edu.

23

College P & B Committee meets to consider candidates for 3rd and 5th year appointments, to be presented by department chairs.

24*

Multiple Position forms for full-time faculty to be submitted to OFSR via the academic dean by this date. **The forms should be uploaded to the college's secure drive or designated Dropbox account, organized by school and academic department, for retrieval by OFSR.**

30**

Department Appointments Committees should select list of external evaluators for candidates for promotion from the candidate's prospective list and a list provided by DAC members by this date.

30

College P & B Committee meets for continuation of presentations of candidates for 3rd & 5th year appointment. Presentations by department chairs.

OCTOBER

7

College P & B Committee meets for presentations of candidates for appointment to the 7th year. Presentations by department chairs.

7**

Academic deans must submit RPAs for candidates for promotion hired Fall 2018 to Provost by this date.

8*

The Provost must submit a fully-signed Request for Personnel Action (RPA) Form for candidates for promotion to Associate Professor and Professor hired Fall 2018 via email to OFSR by **11:59 p.m.** by this date. (See **August 25** above for important information on updating files.) **All other candidates for promotion must submit a fully-signed RPA via email to OFSR by this date as well.** RPAs should be submitted to slwilliams@citytech.cuny.edu. The file is closed effective 11:59 p.m. on October 29.

8**

Department chairs must submit final list of external evaluators for promotion candidates hired fall 2018 to the academic dean by this date.

8*

Candidates for Fellowship Award and Scholar Incentive Award declare their intentions by submitting a fully-signed RPA Form via email to OFSR by 11:59 p.m. RPAs should be submitted to slwilliams@citytech.cuny.edu.

11**

Academic deans begin soliciting reviews from list of external evaluators for candidates hired fall 2018 for promotion. Reviewers must notify deans of acceptance within one week; reviews are to be submitted to the Office of the Provost **by November 19, 2021.**

21

College P & B Committee meets for continuation of presentation by the department chairs of candidates for appointment to the 7th year. College P&B Committee begins consideration of candidates for 4th year, 6th year, tenure and CCE, to be presented by the P&B Subcommittee on Reappointments.

28

College P & B Committee meets for continuation of presentations by the P & B Subcommittee on Reappointments of candidates for 4th year, 6th year, Tenure and CCE.

29*

Last day candidates for promotion to professor and associate professor may provide updated e-PARSE (with supporting information). (See **August 25** for information on what may be updated.) The file is closed effective 11:59 p.m.

NOVEMBER

1

Files are open for Departmental Peer Committees to review and act on promotion to Associate Professor and Professor, prior to December holiday period. **Committees should contact Sandra Williams at slwilliams@citytech.cuny.edu to schedule file reviews.**

4

College P & B Committee meets for continuation of presentations by the P & B Subcommittee on Reappointments, of candidates for 4th year, 6th year, Tenure and CCE.

5*

Faculty applying for Fellowship Award or Scholar Incentive award submit application, timeline, and any supporting documents to the department chair for review by the Appointments Committee by this date.

11

College P & B Committee meets for continuation of presentations by the P & B Subcommittee on Reappointments, of candidates for 4th year, 6th year, Tenure and CCE.

19**
Review letters of external evaluators for candidates for promotion hired fall 2018 are due to the Office of the Provost by this date.

DECEMBER

2
College P & B Committee meets for general discussion.

3
Department Chairs to notify applicants for Fellowship Leave & Scholar Incentive Award of Department Committee's approval by this date.

6
Fellowship Leave and Scholar Incentive Award applications, timelines, and all supporting documents to be submitted by Department Chairs via the academic dean to OFSR via email by 11:59 p.m. Submit all scholarly leave documentation to Sandra Williams at slwilliams@citytech.cuny.edu.

JANUARY 2022

10
For promotion to Associate Professor and Professor, the peer committee report, fall observation(s), appropriate memoranda, and the name(s) of the elected peer(s) are submitted by department chair to OFSR via the academic dean by this date.