

NEW YORK CITY COLLEGE OF TECHNOLOGY / CUNY
OFFICE OF FACULTY AND STAFF RELATIONS

INSTRUCTIONAL STAFF CALENDAR - SPRING 2019

JANUARY

18

Multiple Position Application for Non-Teaching Instructional Staff due to OFSR by this date. *(Staff and supervisors should review the policy information noted on the application to ensure all assignments are in compliance.)*

FEBRUARY

4*

Department chairs can begin to **schedule classroom observations** to be conducted between February 20 but no later than March 25, **for teaching adjuncts under consideration for three-year multiple appointment**. *(Note: Current 3-year adjuncts must be observed at least once during each academic year during the 3-year period, within the first 10 weeks of the semester.)*

7

College Personnel and Budget (P&B) Committee meets for General Discussion.

8*

Multiple Position Forms for full-time faculty to be submitted to the department chair by this date.

19*

Teaching adjuncts under consideration for three-year multiple appointment must submit required documents to department chair to initiate the comprehensive review process by this date.

20*

Comprehensive reviews of teaching adjuncts under consideration for three-year multiple appointment should be commenced by department appointments committees and completed no later than April 18.

25*

Nominations open for Faculty/Student Disciplinary Committee, Delegate-at-Large to College Council, Personnel Appeals Committee, the Academic Integrity Committee, and CUNY Faculty Senate. *(Note: Petitions can be downloaded from the OFSR webpage.)*

28

College P & B Committee meets to consider reappointments to the 2nd year and candidates for academic leaves. Department chairs will present candidates for reappointment. The Fellowship Leave Subcommittee will present candidates for Fellowship Leave and Scholar Incentive Awards.

MARCH

1

Multiple position forms for full-time faculty submitted to OFSR (N305) via the academic dean by this date.

1*

Department chairs must schedule **annual evaluation conferences** with **all faculty** by this date. Faculty should update their PARSE in preparation for the annual evaluation conference.

8

ECPs submit **evaluations of HEO series personnel who receive annual or multiple-year reappointment letters** to OFSR (N305) by this date.

8*

Last day to submit **nominating petitions** for Faculty/Student Disciplinary Committee, Personnel Appeals Committee, Delegate-at-Large to College Council, Academic Integrity Committee, and CUNY Faculty Senate.

14*

College P & B Committee meets to consider candidates for academic leaves.

18 - 22*

Elections for Faculty/Student Disciplinary Committee, Personnel Appeals Committee, Delegate-at-Large to College Council, Academic Integrity Committee, and CUNY Faculty Senate.

25*

Classroom Observations for teaching adjuncts under consideration for three-year appointment should be completed by this date. (Note: Post-observation conferences to be conducted by April 5.)

28*

College P & B Committee meets for General Discussion.

APRIL

5*

Post-observation conferences for adjuncts under consideration for three-year appointment to be completed by or before this date.

8 & 9*

Nominations for department chair in the following departments:

<i>Architectural Technology</i>	<i>Business</i>	<i>Computer Engineering Technology</i>	<i>Dental Hygiene</i>
<i>Electrical & Telecomm. Engineering Tech</i>	<i>English</i>	<i>Hospitality Mgmt.</i>	<i>Humanities</i>
<i>Nursing</i>	<i>Vision Care Tech</i>		

8 & 9*

Nominations for department voting unit delegate to the College Council for the following departments:

<i>Architectural Technology</i>	<i>Business</i>	<i>Computer Engineering Technology</i>	<i>Dental Hygiene</i>
<i>Electrical & Telecomm. Engineering Tech</i>	<i>English</i>	<i>Hospitality Mgmt.</i>	<i>Humanities</i>
<i>Nursing</i>	<i>Vision Care Tech</i>		

11*

College P & B Committee meets to consider candidates for promotion.

18*

Comprehensive review of adjuncts under consideration for three-year appointment should be completed by this date. Department chair to submit Transmittal Memorandum to academic Dean.

18*

College P & B Committee meets to consider candidates for promotion.

29*

Department chairs schedule election for Department Appointments Committees, to be held between May 6 and May 10 in those departments that will elect chairs to a three-year term. (Chairs may request assistance from the Legislative Committee of the College Council.)

29*

The Student Evaluation of Teaching (SET) administration period begins on this date and ends May 14.

MAY

1*

Transmittal Memorandum for adjuncts under consideration for three-year appointment due to OFSR via the academic dean by this date.

1 & 2*

Elections for department chairs and department voting unit delegate to the College Council.

2

College P & B Committee meets to consider candidates for promotion.

6 – 10*

Elections for Department Appointments Committees in those departments that will elect chairs to a three-year term.

9

College P & B Committee meets to consider candidates for promotion.

14*

The Student Evaluation of Teaching (SET) administration period ends on this date.

15

Department chairs submit Transmittal Memorandum documenting the names of individuals elected to **Department Appointments Committees** to OFSR, with copies to the provost and the academic dean by this date.

JUNE

3*

Annual evaluations for all teaching instructional staff to be submitted to OFSR (N305) by this date.

3*

Faculty submit to OFSR final updated PARSE and supporting documentation, incorporating any additions since annual evaluation conference, with copy to chair noting any changes to earlier version.

7

Deans submit **Third Year Pre-Tenure review documentation** to OFSR by this date. Per CUNY policy, within 10 days after the meeting with the candidate, a final memorandum must be given to the department chair and a copy to the faculty member. (Note that while the memorandum is due to OFSR by June 7, *the actual review of the candidate's record as well as meeting with the candidate to discuss the draft memo must take place PRIOR to commencement.*)

10

ECPs submit evaluations of all HEO series personnel who have 13.3b status to OFSR (N305) by this date.