

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

INSTRUCTIONAL STAFF CALENDAR-SPRING 2022

FEBRUARY

4\*

**Multiple Position Forms for full-time faculty** to be submitted to the department chair by this date. Chairs will forward to the academic dean for review.

7\*

Department chairs can begin to **schedule classroom observations** to be conducted 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.)

10

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

16\*

**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 8.

24

**College P & B Committee meets.** The Academic Leave Subcommittee will present candidates for Fellowship Leave and Scholar Incentive Awards.

25

**Multiple position forms for full-time faculty** submitted to OFSR for retention via the academic dean by this date.

28\*

**Nominations open** for Delegate-at-Large to College Council, Academic Integrity Committee, University Faculty Senate, and Personnel Appeals Committee\*\*. (Note: Petitions will be made available through MS Forms.)  
\*\*Election tentative pending finalization of governance calendar by Legislative Committee.

MARCH

1\*

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

3\*

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

4

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

4\*

Last day to submit **nominating petitions** for Delegate-at-Large to College Council, Academic Integrity Committee, University Faculty Senate, and Personnel Appeals Committee\*\*. (Note: Petitions will be made available through MS Forms.) \*\*Election tentative pending finalization of governance calendar by Legislative Committee.

\* Of special interest to the faculty

**14 - 18\***

**Elections** for Delegate-at-Large to College Council, Academic Integrity Committee, University Faculty Senate, and Personnel Appeals Committee\*\*. *\*\*Election tentative pending finalization of governance calendar by Legislative Committee.*

**24\***

**College P & B Committee meets** for General Discussion.

**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 4.)

**APRIL**

**4\***

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

**7\***

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

**8\***

**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, to then be forwarded to Provost by April 14.

**13 & 14\***

**Nominations for department chair & department voting unit delegate in the following departments:**

*Architectural Technology*

*English*

*Business*

*Health Sciences*

*Computer Engineering Technology*

*Hospitality Management*

*Dental Hygiene*

*Humanities*

*Electrical Engineering Technology*

*Nursing*

**14\***

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

**14**

**Academic deans should forward Transmittal Memorandum for adjuncts under consideration for comprehensive review** to the Provost by this date.

**25\***

**Department chairs schedule election for Department Appointments Committees, to be held between May 9 and May 13** in those departments that will elect chairs to a three-year term. (Chairs may request assistance from the Legislative Committee of the College Council.)

**25\***

**The Student Evaluation of Teaching (SET) administration period** begins on this date and ends May 13.

**28\***

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

**\* Of special interest to the faculty**

**29\***

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

**MAY**

**4 & 5\***

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

**5**

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

**9 – 13\***

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

**13\***

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

**16**

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**

**1\***

**Annual evaluations for all teaching instructional staff** to be submitted to OFSR by this date.

**1\***

**Faculty submit final updated e-PARSE and supporting documentation**, incorporating any additions since annual evaluation conference, with notice to department chair noting any changes to earlier version.

**6**

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 6, 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.)*

**30**

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