

INSTRUCTIONAL STAFF CALENDAR
SPRING 2017

FEBRUARY

2

College Personnel and Budget (P&B) Committee meets for General Discussion. (*Note: All meetings begin at 9:30 a.m., unless otherwise noted.*)

6*

Department chairs can begin to schedule classroom observations to be conducted between February 14 but no later than March 18, for teaching adjuncts under consideration for three-year multiple appointment.

9*

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.

10*

Multiple Position Forms to be submitted to the department chair by this date.

10*

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 7.

14*

Classroom observations for teaching adjuncts under consideration for three-year multiple appointment can commence on this date, through March 18.

MARCH

1*

Department chairs must schedule **annual evaluation conferences** with **all faculty** by this date.

1*

Faculty begin to **update their PARSE in preparation for their scheduled annual evaluation conference**. (Final updated PARSE and supporting material due to OFSR (N305) by June 1.)

1*

Nominations open for Faculty/Student Disciplinary Committee, Delegate-at-Large to College Council, Personnel Appeals Committee (Special Election), CUNY Faculty Senate, Auxiliary Enterprise Association Board, and the Academic Integrity Committee. (*Note: Petitions may be obtained in OFSR (N305) or can be downloaded from the OFSR webpage.*)

MARCH - cont'd

2
Multiple position forms submitted to OFSR (N305) via the academic dean by this date.

2
College P & B Committee meets to consider reappointments to the 2nd year and Fellowship Leaves. Department chairs will present the candidates for reappointment. The Fellowship Leave Subcommittee will present the applications for Fellowship Leave.

8
President, provost, vice presidents and deans submit **evaluations of HEO series personnel who receive annual or multiple-year reappointment letters** to OFSR (N305) by this date.

15*
Last day to submit **nominating petitions** for Faculty/Student Disciplinary Committee, Personnel Appeals Committee (Special Election), Delegate-at-Large to College Council, CUNY Faculty Senate, Auxiliary Enterprise Association Board, and the Academic Integrity Committee.

16*
College P & B Committee meets to consider candidates for Fellowship Leave.

18*
Classroom Observations for teaching adjuncts under consideration for three-year appointment should be completed by this date, to allow sufficient time for scheduling of post-observation conference within three weeks.

27-31*
Elections for Faculty/Student Disciplinary Committee, Delegate-at-Large to the College Council, Personnel Appeals Committee (Special Election), CUNY Faculty Senate, Auxiliary Enterprise Association Board, and the Academic Integrity Committee.

29 & 30*
Nominations for department chair in the following departments:
Computer Systems Technology *Restorative Dentistry*
Law and Paralegal *Health and Human Services*
Mechanical Engineering Technology *Social Science*
Construction Mgmt/Civil Eng. Tech (Special Election)

29 & 30*
Nominations for department voting unit delegate to the College Council for the following departments:
Computer Systems Technology *Restorative Dentistry*
Law and Paralegal *Health and Human Services*
Library *Social Science*
Mechanical Engineering Technology

* Of special interest to the faculty

MARCH - cont'd

31*

Last day of Elections for Faculty/Student Disciplinary Committee, Delegate-at-Large to the College Council, Personnel Appeals Committee (Special Election), CUNY Faculty Senate, Auxiliary Enterprise Association Board, and the Academic Integrity Committee.

APRIL

6*

College P & B Committee meets for General Discussion.

7*

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

19*

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

27*

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

MAY

1*

Department chairs schedule election for Committees on Appointments, to be held between May 6 and 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.)

3 & 4*

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

4

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

5 – 15*

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

11

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

16

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

26

President, provost, vice presidents and academic deans submit **evaluations of all HEO series personnel who have 13.3b status** to OFSR (N305) by this date.

* Of special interest to the faculty

JUNE

1*

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

5*

Faculty submit to OFSR final updated PARSE forms 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.