

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

INSTRUCTIONAL STAFF CALENDAR - SPRING 2023

FEBRUARY

3*

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.* Chairs will forward to the academic dean for review.

6*

Department chairs can begin to **schedule classroom observations** to be conducted no later than March 24, **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.)

9

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

14*

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 17.

23

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

24

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

27*

Nominations open for Delegate-at-Large to College Council, Academic Integrity Committee, Faculty-Student Disciplinary Committee, and University Faculty Senate.**

(**Date subject to change.)

28*

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.

MARCH

2*

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

3

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

* Of special interest to the faculty

9

College P & B Committee meets to continue consideration of reappointments to the 2nd year and candidates for academic leaves.

10*

Nomination period for Delegate-at-Large to College Council, Academic Integrity Committee, Faculty-Student Disciplinary Committee and University Faculty Senate closes on this date**.

(**Date subject to change.)

16

College P & B Committee meets to continue consideration of reappointments to the 2nd year.

20 - 24*

Elections for Delegate-at-Large to College Council, Academic Integrity Committee, Faculty-Student Disciplinary Committee, and University Faculty Senate.** (**Dates subject to change.)

24*

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.)

30*

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

APRIL

4*

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

17*

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 19.

18 & 19*

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

Computer Systems Technology

Mechanical Engineering Technology

Human Services

Restorative Dentistry

Law and Paralegal Studies

Social Science

19

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

20*

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

24*

Department chairs schedule election for Department Appointments Committees, to be held between May 8 and May 12 in those departments that will elect chairs to a three-year term. (Chairs may request assistance from the Legislative Committee of the College Council.)

*** Of special interest to the faculty**

27*

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

28*

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

MAY

1*

The Student Evaluation of Teaching (SET) administration period begins on this date and ends May 16.

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.

8 – 12*

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

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.

16*

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

31*

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

31*

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.

JUNE

5

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.

* Of special interest to the faculty