

**CUNY - New York City College of Technology**  
**OFFICE OF FACULTY AND STAFF RELATIONS**  
**INSTRUCTIONAL STAFF CALENDAR - FALL 2022**

**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 November 4, after which no additions are permitted.**
- Files reopen after the College Personnel & Budget Committee has completed review.

**25 – September 9**

**Department Appointments Committees meet to schedule classroom observations** for full-time and adjunct faculty for the 2022-2023 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.)

**26**

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

**29 - 1**

**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 1.**

**SEPTEMBER**

**1**

**Academic Deans are to submit all outstanding annual evaluations to OFSR** by this date. Evaluations should be submitted to Sandra Williams at [slwilliams@citytech.cuny.edu](mailto:slwilliams@citytech.cuny.edu) by 11:59 p.m.

**6\***

**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.*

**8**

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

**9\***

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

**12 - 23**

**Department Appointments Committees 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>

**12 - 23**

**Department Appointments Committees meet to consider candidates for reappointment.**

*\*Of Special Interest to Faculty*

## SEPTEMBER – cont'd

19\*

**Application period opens for promotion to Associate Professor and Professor** for eligible candidates.

19\*\*

**For eligible faculty hired Fall 2018 or later - Candidate submits 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 7.**

19\*

**Fellowship Leave and Scholar Incentive Award application period opens.** Requests are for academic leaves to be *commenced* during Fall 2023 or Spring 2024 -- the **2023-2024** academic year. A fully-signed Request for Personnel Action (RPA) form should be submitted by the Provost to OFSR by **11:59 p.m. on Friday, October 7.** RPAs should be submitted via email to Sandra Williams at [slwilliams@citytech.cuny.edu](mailto:slwilliams@citytech.cuny.edu).

22

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

28\*

**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\*\*

**For eligible faculty hired Fall 2018 or later - 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.

## OCTOBER

5\*\*

**Department chairs submit RPA with final list of external evaluators** for candidates for promotion to the academic dean by this date.

7\*

**The Provost submits a fully-signed Request for Personnel Action (RPA) Form for candidates for promotion to Associate Professor and Professor** via email to OFSR by **11:59 p.m.** by this date. (See **August 25** above for important information on updating files.) RPAs should be submitted to [slwilliams@citytech.cuny.edu](mailto:slwilliams@citytech.cuny.edu). The file is closed effective 11:59 p.m. on **November 4.**

7\*

**The Provost submits a fully-signed RPA Form for candidates for Fellowship Award and Scholar Incentive Award** via email to OFSR by **11:59 p.m.** RPAs should be submitted to [slwilliams@citytech.cuny.edu](mailto:slwilliams@citytech.cuny.edu).

11\*\*

**For eligible faculty hired Fall 2018 or later - Academic deans begin soliciting reviews from list of external evaluators for candidates for promotion.** Reviewers must notify deans of acceptance within one week; reviews are to be submitted to the Office of the Provost by **November 18, 2022.**

13

**College P & B Committee** meets for continuation of presentations by department chairs of candidates for appointment to the 3rd and 5th year and to begin presentation of candidates for reappointment to the 7th year.

20

**College P & B Committee** meets for presentations by the P & B Subcommittee on Reappointments of candidates for appointment to the 6<sup>th</sup> year.

31

**Applications and supporting documents for HEO Reclassifications and Assignment Differentials** should be submitted to the HEO Screening Committee Chair V.P. Miguel Cairol via email at [rrodriguez@citytech.cuny.edu](mailto:rrodriguez@citytech.cuny.edu) for November consideration.

*\*Of Special Interest to Faculty*

## NOVEMBER

3

**College P & B Committee** meets for presentations by the P & B Subcommittee on Reappointments of candidates for Tenure and CCE.

4\*

**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.

4\*

**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.

7

**Files are open for Departmental Peer Committees** to review and act on promotion to Associate Professor and Professor, prior to December holiday period.

18\*\*

**For eligible faculty hired Fall 2018 or later - Review letters for external evaluators for candidates for promotion** are due to the Office of the Provost by this date.

## DECEMBER

1

**College P & B Committee** meets for general discussion.

2

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

5

**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](mailto:slwilliams@citytech.cuny.edu).

## JANUARY 2023

9

**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.