

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

INSTRUCTIONAL STAFF CALENDAR - FALL 2020

AUGUST

24*

Faculty approved for academic leaves commencing Fall 2020 who wish to defer or decline their leave should notify their department chair in writing by this date.

26*

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 4, after which no additions are permitted.
- Files for candidates for promotion will close effective 11:59 p.m. on October 30, after which no additions are permitted.
- Files reopen after the College Personnel & Budget Committee has completed review.

26*

Candidates for tenure/CCE effective September 1, 2021 in the CLT or Lecturer series who are requesting a one-year extension of the tenure/CCE clock as a result of the transition to distance learning should notify their department chair in writing by the file closing date of **September 4**. The official request must be submitted to the Provost in writing by **September 15, 2020**.

27 – September 10

Department Committees on Appointments meet to schedule classroom observations for full-time and adjunct faculty for the 2020-2021 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.)

28

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

SEPTEMBER

1 - 4

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 Friday, September 4**.

3

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

4*

CLTs and Lecturers requesting a one-year extension of the tenure/CCE clock should notify their department chair in writing by this date.

4

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 by 11:59 p.m.

4*

Faculty files of candidates for reappointment are closed by 11:59 p.m. (*See August 26 for permissible additions.*)

4*

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 - 17

Department Committees on Appointments 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>

8 - 17

Department Committees on Appointments meet to consider candidates for reappointment. *OFSR will make the following dates available for committee in-person file review: *Tuesday, September 8, *Wednesday, September 9, *Monday September 14 and *Thursday, September 17.* The committee chair should contact Sandra Williams in OFSR at slwilliams@citytech.cuny.edu to schedule meeting times.

15*

CLTs and Lecturers requesting a one-year extension of the tenure/CCE clock must submit the official request to the Provost by this date.

21*

Fellowship Leave and Scholar Incentive Award application period opens. Requests are for academic leaves to be commenced during Fall 2021 or Spring 2022 -- the **2021-2022** academic year. Candidates declare their intentions by submitting a fully-signed Request for Personnel Action (RPA) form to OFSR **by 11:59 p.m. on Friday, October 9.** RPAs should be submitted via email to Sandra Williams at slwilliams@citytech.cuny.edu.

21*

Application period opens for promotion to Associate Professor and Professor for eligible candidates. Candidates for promotion must file a fully-signed "Request for Personnel Action (RPA) Form" via email to OFSR **by 11:59 p.m. on Friday, October 9.** RPAs should be submitted to Sandra Williams at slwilliams@citytech.cuny.edu.

24

College P & B Committee meets to consider candidates for reappointments to the 3rd and 5th years of service, to be presented by department chairs.

25*

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, organized by school and academic department, for retrieval by OFSR by 11:59 p.m.**

OCTOBER

1

College P & B Committee meets to consider candidates for reappointment to the **7th year of service**, to be presented by department chairs.

8

College P & B Committee meets for continuation of presentations of candidates for reappointment to the **7th year of service**. College P&B begins consideration of candidates for reappointment to the **4th year of service**, to be presented by the P&B Subcommittee on Reappointments.

9*

Candidates for promotion to Associate Professor and Professor must file a fully-signed Request for Personnel Action (RPA) Form via email to OFSR by **11:59 p.m.** by this date. (See August 26 above for important information on updating files.) RPAs should be submitted to slwilliams@citytech.cuny.edu. The file is closed effective 11:59 p.m. on October 30.

9*

Candidates for Fellowship Award and Scholar Incentive Award declare their intentions by submitting a fully-signed RPA Form via email to OFSR by 11:59 p.m. RPAs should be submitted to slwilliams@citytech.cuny.edu.

15*

Faculty approved for academic leaves commencing Spring 2021 who wish to decline their leave should notify their department chair by this date.

15

College P & B Committee meets for continuation of presentation of candidates for reappointment to the **4th year of service**. College P&B Committee begins consideration of candidates for reappointment to the **6th year of service**, to be presented by the P&B Subcommittee on Reappointments.

29

College P & B Committee meets to consider candidates for reappointment with **Tenure and CCE**, to be presented by the P&B Subcommittee on Reappointments.

30*

Last day candidates for promotion to professor and associate professor may provide updated e-PARSE (with supporting information). (See August 26 for information on what may be updated.) The file is closed effective 11:59 p.m.

NOVEMBER

2

Files are open for Departmental Peer Committees to review and act on promotion to Associate Professor and Professor, prior to December holiday period. **Committees should contact Sandra Williams at slwilliams@citytech.cuny.edu to schedule file reviews.**

6*

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.

12

College P & B Committee meets for continuation of presentation of candidates for reappointment with Tenure and CCE, to be presented by the P & B Subcommittee on Reappointments.

DECEMBER

3

College P & B Committee meets for general discussion.

4

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

7*

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.

JANUARY 2021

11*

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.