INSTRUCTIONAL   STAFF   CALENDAR - SPRING 2025

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.

13
College Personnel and Budget (P&B) Committee meets for General Discussion.

21
Multiple position forms for full-time faculty submitted to OFSR for retention via the academic dean by this date.

24*
Department Chairs request list of **potential tenure external evaluators** from candidates in their 6th year of service, **due by April 4**.

27
College P & B Committee meets. The Academic Leave Subcommittee will present candidates to be considered for Fellowship Leave and Scholar Incentive Awards.

MARCH

3*
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*
Nominations open for Delegate-at-Large to College Council, Academic Integrity Committee, Faculty-Student Disciplinary Committee, and University Faculty Senate.** *(**Date subject to change.)*

7
HEO series performance evaluation for personnel who receive annual or multiple-year reappointment letters submitted to OFSR by ECPs by this date.

13
College P & B Committee meets to consider candidates for reappointments to the 2nd year**,** presented by department chairs.

14*
Nomination period for Delegate-at-Large to College Council, Academic Integrity Committee, Faculty-Student Disciplinary Committee, and University Faculty Senate closes.** *(**Date subject to change.)*

20
College P & B Committee meets to continue consideration of candidates for reappointment to the 2nd year, and begin consideration of lecturer candidates for reappointment to the 3rd year**,** presented by department chairs.

* Of special interest to the faculty

24 - 28*
Elections for Delegate-at-Large to College Council, Academic Integrity Committee, and University Faculty Senate.** (***Dates subject to change.*)

28*
Faculty in their 6th year of service must submit their official C.V. and scholarly material in electronic format and related links to department chair by this date for **tenure consideration**.

APRIL

3*
College P & B Committee meets to consider candidates for faculty promotion, presented by the promotion Ad-Hoc Committee.

4*
Faculty in their 6th year of service must submit list of **potential tenure external evaluators** to department chair by this date.

7*
Department chairs schedule election for Department Appointments Committees, to be held between May 7 and May 15 in those departments that will elect chairs to a three-year term. (Chairs may request assistance from the Legislative Committee of the College Council.)

9 & 10*
Nominations for department chair & department voting unit delegate in the following departments:

Architectural Technology   *Health Sciences*
Business   *Hospitality Management*
Computer Engineering Technology   *Humanities*
Dental Hygiene   *Nursing*
Electrical Engineering Technology
English

10*
College P & B Committee meets to continue consideration of candidates for faculty promotion.

21*
The Student Evaluation of Teaching (SET) administration period begins on this date and ends May 15.

24*
College P & B Committee meets to continue consideration of candidates for faculty promotion.

25*
Department Appointments Committee choose list of external evaluators from tenure candidate's list, and list provided by DAC members by this date.

MAY

1
College P & B Committee meets for general discussion.

2*
Department Chair forwards to their academic dean the list of tenure external evaluators and the candidate's C.V. and other scholarly material **by this date**.

* Of special interest to the faculty

5 & 6*
Elections for department chairs and department voting unit delegate to the College Council.

7 – 15*
Elections for Department Appointments Committees in those departments that have elected chairs to a three-year term.

9*
Dean solicits evaluation letters from all selected tenure external evaluators by this date. External evaluators to notify Dean of acceptance within one week. Letters to be returned to the Office of the Provost.

15*
The Student Evaluation of Teaching (SET) administration period ends on this date.

23
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.

30*
Annual evaluations for all teaching instructional staff and college laboratory technicians to be submitted to OFSR by this date.

JUNE
2*
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.*)

23
ECPs submit evaluations of all HEO series personnel who have 13.3b status to OFSR by this date.

30
Application and supporting documents for HEO reclassifications, assignment differentials and other recommended actions for the HEO Screening Committee's consideration should be submitted to the HEO Screening Committee by this date, for Committee's July meeting. Submissions should be sent electronically to Ruby Rodriguez at RRodriguez@citytech.cuny.edu.

* Of special interest to the faculty