

THE CITY UNIVERSITY OF NEW YORK  
NEW YORK CITY COLLEGE OF TECHNOLOGY

OFFICE OF FACULTY AND STAFF RELATIONS  
**INSTRUCTIONAL STAFF CALENDAR (FULL-TIME) – FALL 2017**

**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 PARSE (with supporting information). However, updates are generally limited to items already listed as in progress in the 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 submit the material to OFSR by the file closing dates noted below, and inform their Chair in writing.*

- **Files for candidates for reappointment will close on September 8, after which no additions are permitted.**
- **Files for candidates for promotion will close on November 10, after which no additions are permitted.**
- Files reopen after the College Personnel & Budget Committee has completed review.

**31**

**College P & B Organizational Meeting.** *(Note: All P&B Committee meetings are held in the President's Conference Room (N319) and begin at 9:30 A.M. unless otherwise noted. All Thursday mornings should be kept open.)*

**SEPTEMBER**

*\* Faculty should review their files in preparation for reappointment, tenure and promotion considerations.*

**1**

**Adjunct workload declaration forms** are to be submitted to Evening Office (NG07) by Department Chairs. *(Chairs must ensure that adjunct workload is within contractual limits.)*

**1 - 8**

**Department Committees on Appointments meet to schedule classroom observations** for the 2017-2018 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.)*

**5**

**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 (Namm 305). All evaluations must be submitted to OFSR no later than Friday, September 8.

**8**

**Academic Deans are to submit all outstanding annual evaluations to OFSR** by this date.

## **SEPTEMBER** (cont'd)

**8\***

**Faculty files of candidates for reappointment are closed** by the close of business. (*See August 25 for permissible additions.*)

**11- 15**

**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. Committee meeting date must be noted on the Multiple Position Form by Department Chair.*

<http://www.citytech.cuny.edu/fsr/docs/policies/MPPRevised2014.pdf>

**11 - 15**

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

**25\***

**Fellowship Leave and Scholar Incentive Award application period opens.** Requests are for academic leaves to be *commenced* during Fall 2018 or Spring 2019 -- the **2018-2019** academic year. Candidates declare their intentions by submitting a fully-signed Request for Personnel Action (RPA) form to OFSR by the **close of business on Friday, November 17.**

**25\***

**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" in person in OFSR by the **close of business on Friday, October 20.**

**28**

**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 department chair by this date.

## **OCTOBER**

**5**

**College P & B Committee** meets for continuation of presentations of candidates for 3rd & 5th Appointment, and begins consideration of candidates for appointment to the 7<sup>th</sup> year. Presentations by department chairs.

**19**

**College P & B Committee** meets for continuation of presentation by the department chairs of candidates for appointment to the 7th year. College P&B Committee begins consideration of candidates for 4<sup>th</sup> year, 6<sup>th</sup> year, tenure and CCE, to be presented by the P&B Subcommittee on Reappointments.

**20\***

**Candidates for promotion to Associate Professor and Professor must file a fully-signed Request for Personnel Action (RPA) Form** in person in OFSR before the close of business by this date. (**See August 25 above for important information on updating files.**) The file is closed at the close of business on November 10.

*\*Of Special Interest to Faculty*

## **NOVEMBER**

**2**

**College P & B Committee** meets for continuation of presentations by the P & B Subcommittee on Reappointments, of candidates for 4<sup>th</sup> year, 6<sup>th</sup> year, Tenure and CCE.

**9**

**College P & B Committee** meets for continuation of presentation of candidates for 4<sup>th</sup> and 6<sup>th</sup> years, and tenure/CCE, presented by the P & B Subcommittee on Reappointments.

**10\***

**Last day candidates for promotion to professor and associate professor may provide updated PARSE (with supporting information). (See August 25 for information on what may be updated.)** The file is closed at the close of business.

**13**

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

**17\***

**Candidates for Fellowship Award and Scholar Incentive Award declare their intentions** by submitting a fully-signed RPA Form to OFSR by the close of business.

**29\***

**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.

**30**

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

## **DECEMBER**

**8**

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

**11**

**Fellowship Leave and Scholar Incentive Award applications, timelines, and all supporting documents** to be submitted by Department Chairs via the academic dean to OFSR by this date.

## **JANUARY 2018**

**12**

**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.

*\*Of Special Interest to Faculty*