

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

**INSTRUCTIONAL STAFF CALENDAR - SPRING 2026**

**FEBRUARY**

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

**19**

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

**25\***

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

**26**

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

**27**

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

**MARCH**

**2\***

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.

**2\***

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

**6**

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

**12**

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

**16\***

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

**19**

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

**23 - 27\***

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

**26\***

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

**27\***

**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

**12\***

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

**13\***

**Department chairs schedule election for Department Appointments Committees, to be held between May 11 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.)

**15 & 16\***

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

*Computer Systems Technology  
Law and Paralegal Studies  
Restorative Dentistry  
\*Nursing (special election)*

*Human Services  
Mechanical Engineering Technology  
Social Science*

**16\***

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

**21\***

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

**23\***

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

**24\***

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

## MAY

**4\***

**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**.

**6 & 7\***

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

7

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

8\*

**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.**

11 – 15\*

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

15\*

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

22

Department chairs submit Transmittal Memorandum documenting the names of individuals elected to **Department Appointments Committees** to HR, with copies to the provost and the academic dean by this date.

29\*

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

## JUNE

1

**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.

5

Deans submit **Third Year Pre-Tenure review documentation** to HR 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 HR by June 5, 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 HR 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](mailto:RRodriguez@citytech.cuny.edu).