CUNY - New York City College of Technology

OFFICE OF HUMAN RESOURCES

INSTRUCTIONAL STAFF CALENDAR - FALL 2025
REVISED

AUGUST

26

Updating information in full-time 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 HR 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.***

- **Office of the Provost provides external evaluation letters and CVs for candidates for reappointment with tenure to HR by Friday, August 29.**
- **Files for candidates for reappointment will close effective 11:59 p.m. on Friday, September 5, after which no additions are permitted.**
- **Files for candidates for promotion will close effective 11:59 p.m. on Friday, November 7, after which no additions are permitted.**
- Files reopen after the College Personnel & Budget Committee has completed review.

26 – September 5

Department Appointments Committees meet to schedule classroom observations for full-time and adjunct faculty for the 2025-2026 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.)

29

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

SEPTEMBER

4

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.)*

5

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.***

5

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

8 - 19

Department Appointments Committees meet to consider candidates for reappointment.

SEPTEMBER – cont'd

8 – 19
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

15
Application period opens for promotion to Associate Professor and Professor for eligible candidates**.**

15**
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 HR by 11:59 p.m. on Friday, October 10.**

15
Fellowship Leave and Scholar Incentive Award application period opens. Requests are for academic leaves to be *commenced* during Fall 2026 or Spring 2027 -- the **2026-2027** academic year. A fully-signed Request for Personnel Action (RPA) form should be submitted by the Provost to HR **by 11:59 p.m. on Friday, October 10**. RPAs should be submitted via email to Sandra Williams at slwilliams@citytech.cuny.edu.

15
Professional Reassignment Leave for the Libraries application period for library faculty opens. Requests are for reassignment leaves to be taken between **February 1, 2026 and August 31, 2026**. A completed application with accompanying timeline and supporting documents should be submitted *in hard-copy* to the Chief Librarian **by Friday, October 10**.

15
Applications 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 the Committee's September meeting. Submissions should be sent electronically to Ruby Rodriguez at RRodriguez@citytech.cuny.edu.

18
College P & B Committee meets to consider candidates for 3rd year and 5th year appointments, to be presented by department chairs.

19
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, and forward to the academic dean.

25
College P & B Committee meets for continuation of presentations by department chairs of candidates for appointment to the 5th year, to be presented by department chairs.

26
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 7, 2025.**

SEPTEMBER – cont'd

26
Multiple Position forms for full-time faculty to be submitted to HR 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 HR retrieval.**

OCTOBER

6
Department chairs submit RPA with final list of external evaluators for candidates for promotion to the academic dean by this date.

9
College P & B Committee meets for continuation of consideration of candidates for appointment to the 5th year.

10
The Provost submits a fully-signed Request for Personnel Action (RPA) Form for candidates for promotion to Associate Professor and Professor via email to HR **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 **November 7.**

10
The Provost submits a fully-signed RPA Form for candidates for Fellowship Award and Scholar Incentive Award via email to HR **by 11:59 p.m**. RPAs should be submitted to slwilliams@citytech.cuny.edu.

10
Library faculty requesting professional reassignment leave must submit all application materials to the Chief Librarian in *hard-copy* by this date.

16
College P & B Committee meets for presentations by the P &B Subcommittee on Reappointment of candidates for the 4th year.

23
College P & B Committee meets for continuation of consideration of candidates for appointment to the 4th year.

31
The Chief Librarian submits complete candidate application materials for **reassignment leave in the libraries**, including the **recommendation of the Library Department Appointments Committee**, *in hard-copy* to Human Resources by this date.

NOVEMBER

7
Last day candidates for promotion to professor and associate professor may provide updated e-PARSE (with supporting information). (See August 28 for information on what may be updated.) The file is closed effective 11:59 p.m.

7
Faculty applying for Fellowship Award or Scholar Incentive award submit application, timeline, and any supporting documents ***in hard-copy format*** to the department chair for review by the Appointments Committee by this date.

7
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.

NOVEMBER – cont'd

10
Files are open for Departmental Peer Committees to review and act on promotion to Associate Professor and Professor, prior to December holiday period.

10
Department Chairs should begin review and updating of job descriptions for their department's **College Laboratory Technicians** in preparation for Spring 2026 annual evaluations. Job descriptions must be reviewed with the employee and **should reflect the date of review and employee signature**. Job descriptions are due to HR by 11:59 p.m. on **January 7.**

13
College P & B Committee meets for presentations by the P & B Subcommittee on Reappointment of candidates for Tenure and CCE and candidates for Professional Reassignment in the Libraries.

DECEMBER

4
College P & B Committee meets for general discussion.

5
Department Chairs to notify applicants for Fellowship Leave & Scholar Incentive Award of Department Committee's approval by this date.

8
Fellowship Leave and Scholar Incentive Award applications, timelines, and all supporting documents to be submitted by Department Chairs via the academic dean to HR via email by 11:59 p.m. Submit all scholarly leave documentation ***in hard-copy format*** to Sandra Williams at slwilliams@citytech.cuny.edu.

8
Applications 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 the December meeting. Submissions should be sent electronically to Ruby Rodriguez at RRodriguez@citytech.cuny.edu.

JANUARY 2026

7
Current job descriptions for College Laboratory Technicians are due from department chairs to HR by this date for inclusion in the personnel file for use in the annual evaluation process.

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 HR via the academic dean by this date.