

Office of the Provost
Administrative Calendar 2024 - 2025

Faculty Personnel & Budget Meetings and Academic Affairs Events: See left-hand column and the corresponding meeting dates in center column.

Academic Department Actions and Other Items: See right-hand column and the corresponding action dates in the center column.

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
New Faculty Digital Teaching Toolkit Workshop Series Part I <ul style="list-style-type: none"> • August 14th, 1:30-2:45 PM - Register • August 15th, 1:30-2:45 PM - Register 	08/14 and 08/15	
New Faculty Digital Teaching Toolkit Workshop Series Part II <ul style="list-style-type: none"> • August 21st, 1:30 -3:15 PM - Register • August 22nd, 1:30 -3:15 PM - Register 	8/21 and 08/22	
1 st Meeting of F P&B for AY 2024-2025 <ul style="list-style-type: none"> • <u>Elections</u> for Committee on Committees and Tenure, Promotion and CCE committee. Location: “Virtual Meeting” at 3:15 pm	08/20/24	
New Faculty Welcome – In Person / Open House [8:00 am – 6:00 pm]	08/23/24	
	08/28/24	<u>1st Day of Classes – UG Academic Calendar</u>
	08/30/24	Academic Department Meetings (no later than date).
	09/01/24	Deadline for candidates to notify their department chair that they wish to be considered for promotion in the Spring .

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	09/2/2024	<u>College Closed – Labor Day Holiday</u>
<p>2nd Meeting of F P&B Location: “In-person”– TBA at 3:15 pm</p> <ul style="list-style-type: none"> <u>Elections</u> for Committee on Committees and Tenure, Promotion and CCE committee, if not completed at 1st meeting, 	09/3/2024	<p>1) Deadline for <u>department P&B</u> recommendations, <u>including updated supporting materials entered into Digital Measures, for:</u></p> <ul style="list-style-type: none"> Tenure/Promotion (7th reappointment) CCE (5th reappointment) Notify Dean, Provost and TPCCE Chair of Negative P&B recommendations. Appeals from faculty member are due to the TPCCE Chair within 10 business days from notification of a negative recommendations by the department Chair. <p>2) Deadline for <u>department P&B</u> recommendations, <u>including updated supporting materials entered into Digital Measures, for:</u></p> <ul style="list-style-type: none"> 3rd Reappointments (fourth year of service) for Lecturers and CLTs 4th Reappointments (fifth year of service) for Professorial Ranks Deadline for submission of recommendations to confer Assistant Professor Emeritus and Associate Professor Emeritus titles. <p>Note: All reappointment PAFs (personnel action forms) will be sent to the departments electronically via <u>forms.production@lehman.cuny.edu</u>.</p>
<p>Save-the-Date Faculty Success Digital Measures Training Location: Via Zoom, Time: 10:00 AM - Noon</p> <ul style="list-style-type: none"> Email will be shared by Chairs. 	09/06/24	
<p>Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04</p>	09/11/24	Items Submission Deadline: 8/28/24

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
<p>Save-the-Date</p> <ul style="list-style-type: none"> Fall 2024 Academic Convocation 10:00 am –1:00 pm 	<p>09/19/24</p>	<p>Save-the-Date</p> <ul style="list-style-type: none"> Fall 2024 Academic Convocation 10:00 am – 1:00 pm
	<p>09/20/24</p>	<p>Deadline Submission of Fall 2024 Electronic Multiple Positions Form (eMPRF).</p>
<p>General Faculty Meetings (Hyperlink) Time: 3:30 pm – 5:00 pm Location: Virtual</p>	<p>09/25/24</p>	
	<p>09/25/24</p>	<p>Deadline for Academic Departments to update adjunct directory information on department website.</p>
	<p>09/27/24</p>	<p>1) Deadline for Department P&B to approve eMPRF's.</p> <p>2) Deadline for Department P&B recommendations, <u>including updated supporting materials entered into Digital Measures</u>, for:</p> <ul style="list-style-type: none"> Professorial Titles - 2nd, 3rd, 5th and 6th reappointments (third, fourth, sixth and seventh years of service) Lecturers – 4th reappointment (fifth year of service) Instructors - 2nd and 4th reappointments (third and fifth years of service) CLTs - 2nd and 4th reappointments (third and fifth years of service) <p>• Note: All reappointment PAFs (personnel action forms) will be sent to the departments electronically via forms.production@lehman.cuny.edu.</p>

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	09/30/24	Deadline for <u>Department Chairs</u> to notify the Provost (cc: Deans) of all prospective candidates for promotion in the Spring semester.
	10/01/24	Deadline for <u>faculty returning</u> from sabbaticals to submit Fellowship Leave Report and Scholar Incentive Leave Report (hyperlink) .
	10/02/24 [Wed.] thru 10/04/24 [Fri.]	No Classes Scheduled [Rosh Hashana]
<p>Meeting of F P&B Location: FDR at 3:15 pm</p> <ul style="list-style-type: none"> ➤ <u>Election</u> of Budget Committee, Distinguished Professor Committee, Fellowship & Scholar Incentive Awards Committee, Library Executive Committee. ➤ <u>Recommendations for:</u> <ul style="list-style-type: none"> • Assistant Professor Emeritus • Associate Professor Emeritus 	10/08/24	
<p>Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04</p>	10/09/24	Items Submission Deadline: 9/25/24
	10/11/24 [Thu.] thru 10/12/24 [Fri.]	No Classes Scheduled [Yom Kippur]
	10/14/24	College Closed – Columbus Day Holiday
	10/15/24 [Tue.]	Classes Follow a Monday Schedule
	10/18/24	Deadline for <u>submission</u> of Full-time Faculty Electronic Workload (eFWL) Forms for Fall 2024 .
<p>New Faculty Seminar <u>Part I of V</u> Time: TBA Location: TBA</p>	TBD	

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
<p>Meeting of F P&B.</p> <p>Location: FDR at 3:15 pm</p> <p>➤ <u>Recommendations for (December 1 Notification Date):</u></p> <ul style="list-style-type: none"> • Tenure and Promotion to Associate Professor, Tenure for CLTs and CCE (Lecturers). • Professorial Titles - 2nd to 6th reappointments (third to seventh years of service) • Lecturers - 3rd and 4th reappointments (fourth and fifth years of service) • Instructors – 2nd to 4th reappointments (third to fifth years of service) • CLT’S – 2nd to 4th reappointments (third to fifth years of service) 	<p>10/29/24</p>	
	<p>10/29/24</p>	<p>Notification letters of re-appointment/non-reappointment to adjuncts (for 12/1/24 deadline) for Spring 2025.</p> <ul style="list-style-type: none"> • Send “list” of non-reappointments to HR.
<p>Meeting of F P&B.</p> <p>Location: FDR at 3:15 pm</p> <p>Recommendations for Tenure, Promotion and CCE (continued).</p>	<p>11/12/24</p>	
<p>Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04</p>	<p>11/13/24</p>	<p>Items Submission Deadline: 10/30 /24</p>
	<p>11/15/24</p>	<p>Deadline for Academic Filers to submit their Financial Disclosure Statement to the NYS Commision on Ethics and Lobbying in Government.</p>

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
<p><u>Meeting of F P&B.</u></p> <p><u>Location:</u> FDR at 3:15 pm</p> <p>Recommendations for Tenure, Promotion and CCE (continued).</p>	<p>11/19/24</p>	
<p>General Faculty Meeting (Hyperlink)</p> <p>Time: 3:30 pm – 5:00 pm</p> <p>Location: TBA</p>	<p>11/20/24</p>	
	<p>11/27/24 [Wed.]</p>	<p>Classes follow a Friday schedule</p>
	<p>11/28/24 Thru 11/29/24</p>	<p>College Closed – Thanksgiving Holiday</p>
	<p>12/01/24</p>	<p>Deadline for <u>submission of completed Fellowship Leave and Scholar Incentive Award applications and checklists (hyperlinks)</u>, as well as the written confirmation of eligibility, submitted by the department chair to the Office of Academic Personnel in the Provost Office.</p>
<p>New Faculty Seminar <u>Part II of V</u></p> <p>Time: TBA</p> <p>Location: TBA</p>	<p>TBA</p>	
<p>Senate Meeting (Hyperlink)</p> <p>Time: 3:45 - 5:15 pm</p> <p>Location: Carmen B04</p>	<p>12/04/24</p>	<p>Items Submission Deadline: 11/20/24</p>
<p><u>Meeting of F P&B.</u></p> <p><u>Location:</u> FDR at 3:15 pm</p>	<p>12/10/24</p>	
	<p>12/21/24</p>	<p>End of Fall Term</p>

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	12/24/24 Thru 12/25/24	<u>College Closed</u>
	12/31/24	<u>College Closed</u>
	01/01/25	<u>College Closed</u>
	01/07/25	<p>ALL Full-Time Faculty should continue to upload Scholarship and Creative Activity for the period of July 1, 2024– June 30, 2025, into:</p> <ol style="list-style-type: none"> 1. Digital Measures, and the 2. CUNYfirst Toolkit.
<p>New Faculty Seminar <u>Part III of V</u> Time: TBA Location: TBA</p>	TBD	
<p>1st Meeting of F P&B Spring Semester. Location: “Virtual Meeting.” at 3:15 pm</p>	<p>01/14/25 “Virtual Meeting.”</p>	
	01/17/25	<p>1) Deadline for <u>department P&B</u> recommendations, <u>including updated supporting materials entered into Digital Measures, for Promotion Candidates.</u></p> <ul style="list-style-type: none"> • Notify Dean, Provost and TPCCE Chair of Negative P&B recommendations. <p>2) Appeals from faculty member are due to <u>the TPCCE Chair</u> within 10 business days from notification of a negative recommendations by the department Chair.</p>
	01/20/25	<u>College Closed – MLK Day Holiday</u>
	01/25/25	<u>1st Day of Classes Spring Semester</u>

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	01/29/25 [Wed.]	No Classes Scheduled [Lunar New Year]
	01/31/25	Deadline Submission of <u>Spring 2025</u> Electronic Multiple Positions Form (eMPRF).
	02/04/25	<p>1) Deadline for <u>department P&B</u> recommendations, <u>including updated supporting materials entered into Digital Measures, for:</u></p> <ul style="list-style-type: none"> • Professorial Titles – 1st reappointment (second year of service) • Lecturers – 1st reappointment (second year of service) <u>and 2nd reappointment (third year of service)</u> • Instructors – 1st reappointment (second year of service) • CLT’S – 1st reappointments (second year of service) • Note: All reappointment PAFs (personnel action forms) will be sent to the departments electronically via forms.production@lehman.cuny.edu. <p>2) Deadline for <u>department P&B</u> recommendations for reappointment <u>with supporting material (CV) entered into Digital Measures for:</u></p> <ul style="list-style-type: none"> • Distinguished Professors (DP) • Distinguished Lecturers (DL) <p>Note: 5-year reviews were conducted by the Distinguished Professor Committee in March 2024 for DP appointments and approved by the President and the EVC.</p>
Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04	02/05/25	Items Submission Deadline: 1/22/25

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
<p><u>Meeting of F P&B.</u></p> <p>Location: FDR at 3:15 pm</p> <p>➤ <u>Recommendations for (April 1 Notification Date):</u></p> <ul style="list-style-type: none"> • Professorial Titles – 1st reappointment (second year) • Lecturers – 1st reappointment (second year) and 2nd reappointment (third year) • Instructors – 1st reappointment (second year) • CLT’S – 1st reappointments (second year) <p>➤ <u>Recommendations for:</u></p> <ul style="list-style-type: none"> • Fellowship Awards & Scholar Incentive Awards • Library Professional Reassignment Leave • Distinguished Professors • Distinguished Lecturers 	<p>02/11/25</p>	
	<p>02/12/25 [Wed.]</p>	<p><u>College Closed – Lincoln’s Birthday</u></p>
<p>New Faculty Seminar <u>Part IV of V</u> Time: TBA Location: TBA</p>	<p>TBD</p>	
	<p>02/14/25</p>	<p>Deadline for <u>Department P&B</u> to approve eMPRF’s.</p>
	<p>02/14/25</p>	<p>Deadline for Academic Departments to update adjunct directory information on department website.</p>
	<p>02/17/25</p>	<p><u>College Closed – President’s Day</u></p>
	<p>02/18/25 [Tue.]</p>	<p>Classes follow a <u>Monday</u> schedule</p>
<p><u>General Faculty Meeting (Hyperlink)</u> Time: 3:30 pm – 5:00 pm Location: TBA</p>	<p>02/26/25</p>	

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04	03/05/25	Items Submission Deadline: 02/19/25
	03/06/25 [Thu.]	Classes follow a Wednesday schedule
	03/06/25 - TBA See -05/23/25	<p>Deadline/Last day to schedule Annual Evaluations (hyperlink).</p> <p>Note: Department chair’s annual evaluation memorandum for untenured tenure-track faculty in their 3rd year of service should be completed ASAP for use by the Dean’s Office to complete a dean’s “Pre-tenure Review (Hyperlink)” before Commencement.</p> <p>And per Lehman Policy: Department chair’s annual evaluation memorandum for Lecturers and CLTs in their 2nd year of service should be completed ASAP for Pre-CCE Reviews and Pre-tenure Reviews, respectively.</p>
	03/14/25	<p>Notification letters of reappointment / non-reappointment to Adjuncts with less than 6 consecutive semesters and Graduate Assistants A, B, C with 5/01/2025 deadline for Fall 2025.</p> <ul style="list-style-type: none"> Send “list” of non-reappointments to HR.
	03/15/25	<p>Deadline for submission of Full-time Faculty Electronic Workload Forms (eFWL) for Spring 2025.</p>
<p>Meeting of F P&B.</p> <p>Location: FDR at 3:15 pm</p> <p><u>Recommendations for Promotion:</u></p> <ul style="list-style-type: none"> Professor, Associate Professor* and CLT title. *Except for those who applied for tenure in the Fall. 	<p>03/18/25</p>	

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	03/21/25	Notification letters of reappointment / non-reappointment to Adjuncts <u>serving in the same department for 6 or more consecutive semesters (not counting summers), for 5/01/2025 deadline, for Fall '25 and Spring '26.</u> Send "list" of non-reappointments to HR.
<u>Meeting of F P&B.</u> Location: FDR at 3:15 pm <u>Recommendations for Promotion (continued):</u> Professor, Associate Professor & CLT titles	03/25/25	
	03/31/25 [Mon.]	<u>No Classes [Eid al-Fitr]</u>
	04/01/25	1) Deadline for All Full-Time Faculty to submit July 1, 2024 – June 30, 2025: Academic Year Scholarship and Creative Activity into Digital Measures. 2) Deadline for Faculty to submit artifacts for July 1, 2024 – June 30, 2025: Academic Year Annual Faculty Celebration Event.
<u>Senate Meeting (Hyperlink)</u> Time: 3:45 - 5:15 pm Location: Carmen B04	04/02/25	Items Submission Deadline 3/19/25
<u>Meeting of F P&B.</u> Location: FDR at 3:15 pm <u>Recommendations for Promotion (continued).</u>	04/08/25	Department Chair (Summer) designation & hrs. submitted to Provost Office.
	04/12/2025 Thru 04/20/2025	<u>No Classes – Spring Recess</u>

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
<p>New Faculty Seminar <u>Part V of V</u> Time: TBA Location: TBA</p>	TBD	
<p><u>Celebration of Faculty Scholarship & Creative Work</u> Time: TBA Location: "In-Person" TBA</p>	05/01/25	
	<p>05/05/25 to 05/09/25 (1st full-week in May)</p>	<p>Election of department chairs, representatives to the Senate and P&B members in departments of TBA.</p>
<p>Meeting of F P&B. Location: FDR at 3:15 pm Agenda Items TBA</p>	05/06/25	
<p>Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04</p>	05/07/25	Items Submission Deadline: 4/23/25
<p>Meeting of F P&B. Location: FDR at 3:15 pm</p> <ul style="list-style-type: none"> Last F P&B Meeting for <u>2024-2025</u> 	05/20/25	ALL Full-Time Faculty should continue to upload Scholarship and Creative Activity for the period of <u>July 1, 2024 – June 30, 2025</u> into CUNYfirst Toolkit by June 30 th for each AY year.
<p>General Faculty Meeting (Hyperlink) Time: 3:30 pm – 5:00 pm Location: TBA</p>	05/21/25	
	05/22/25	<u>End of Spring Term</u>

<p><u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u></p>	<p><u>Dates</u></p>	<p><u>Academic Department Actions</u></p>
	<p>5/23/25</p>	<p>Deadline for Dean’s Office to complete a dean’s “Pre-tenure Review (Hyperlink)” before Commencement.</p> <p>The “Pre-tenure Review (Hyperlink)” for each untenured tenure-track faculty member in his/hers 3rd year of service during the spring semester, after the department chair’s annual evaluation memorandum.</p> <p>And per Lehman Policy: Deadline for Dean’s Office to complete ASAP the Pre-CCE Reviews and Pre-tenure Reviews, for Lecturers and CLTs in their 2nd year of service.</p>
	<p>05/26/25</p>	<p><u>Memorial Day – College Closed</u></p>
<p><u>Commencement</u></p>	<p><u>05/29/25</u></p>	<p><u>Commencement</u></p>