

Office of the Provost
Administrative Calendar 2023-2024

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	08/09/23	
New Faculty Digital Teaching Toolkit Workshop Series Part II	8/10/23	
Not an F P&B Meeting - Agenda TBD by HR, Provost Office, and Special Counsel.	8/10/23	
1st Meeting of F P&B for AY 2023-2024 Location: “Virtual Meeting” at 3:15 pm	08/15/23	
<u>New Faculty Welcome – In Person / Open House</u> [8:00 am – 6:00 pm]	08/18/23	
	08/25/23	<u>1st Day of Classes – UG Academic Calendar</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>2nd Meeting of F P&B</p> <p>Location: EDR at 3:15 pm</p> <ul style="list-style-type: none"> • <u>Elections</u> for Committee on Committees and Tenure, Promotion and CCE committee. • <u>Elections</u> for Distinguished Professor Committee. 	<p>08/29/23</p>	<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) <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. • Note: All reappointment PAFs (personnel action forms) will be sent to the departments electronically via forms.production@lehman.cuny.edu.
	<p>08/31/22</p>	<p>Academic Department Meetings (no later than date).</p>
	<p>09/04/23</p>	<p><u>College Closed – Labor Day Holiday</u></p>
<p>Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm</p>	<p>09/06/23</p>	<p>Items Submission Deadline 8/23/23</p>
	<p>09/08/23</p>	<p>Deadline for <u>candidates</u> to notify their department chair that they wish to be considered for promotion in the Spring.</p>
<p>Save-the-Date</p> <p>Faculty Success Digital Measures Training</p> <p>Location: Via Zoom, Time: 10:00 AM - Noon</p> <ul style="list-style-type: none"> • Email will be shared by Chairs. 	<p>09/08/23</p>	

Dated **September.29.2023**

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	09/ TBA /23	9-11 "Virtual" Remembrance Ceremony
	09/15/23 thru 09/17/23	<u>No Classes Scheduled</u> [Rosh Hashana]
	09/19/23	Deadline Submission of Fall 2023 Electronic Multiple Positions Form
Meeting of F P&B Location: EDR at 3:15 pm	09/19/23	
Save-the-Date <ul style="list-style-type: none">• Fall 2023 Academic Convocation• 9:00 am – Noon	09/ 21 /23	Save-the-Date <ul style="list-style-type: none">• Fall 2023 Academic Convocation• 9:00 am – Noon
	9/24/23 thru 9/25/23	<u>No Classes Scheduled</u> [Yom Kippur]
<u>General Faculty Meetings (Hyperlink)</u> Time: 3:30 pm – 5:00 pm Location: Virtual	09/27/23	
	09/27/23	Deadline for <u>Academic Departments</u> to update adjunct directory information on department website.
Save-the-Date - Postponed to a later date TBD. <ul style="list-style-type: none">• A2S2 Leadership Retreat	09/ 29 /23	

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	09/29/23	<p>1) Deadline for <u>Department P&B</u> to approve eMPRF's.</p> <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"> • 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) • Note: All reappointment PAFs (personnel action forms) will be sent to the departments electronically via forms.production@lehman.cuny.edu.
	10/02/23	<p>Deadline for <u>Department Chairs</u> to notify the Provost (cc: Deans) of all prospective candidates for promotion in the Spring semester.</p>
<p>Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04</p>	10/4/23	Items Submission Deadline 9/2/23
<p>Save-the-Date – Cancelled.</p> <ul style="list-style-type: none"> • Student Success Summit – Cancelled. 	10/6/23	
	10/09/23	<p><u>College Closed – Columbus Day Holiday</u></p>
	10/10/23	<p><u>Classes Follow a Monday Schedule</u></p>

<p align="center"><u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u></p>	<p align="center"><u>Dates</u></p>	<p align="center"><u>Academic Department Actions</u></p>
<p>Meeting of F P&B</p> <p>Location: EDR at 3:15 pm</p> <ul style="list-style-type: none"> ➤ Election 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 	<p align="center">10/10/23</p>	<p>Deadline for <u>faculty returning</u> from sabbaticals to submit Fellowship Leave Report and Scholar Incentive Leave Report (hyperlink).</p>
	<p align="center">10/20/23</p>	<p>Deadline for <u>submission</u> of Full-time Faculty Electronic Workload (eFWL) Forms for Fall 2023.</p>
<p>New Faculty Seminar <u>Part I of V</u> Time: 3:45 - 5:15 pm Location: TBA</p>	<p align="center">TBD</p>	
<p>Save-the-Date - Postponed to a later date TBD.</p> <ul style="list-style-type: none"> • New Dean/Chair Orientation and Training [In-person] 	<p align="center">10/20/23</p>	<p>Save-the-Date</p> <ul style="list-style-type: none"> • New Dean/Chair Orientation and Training [In-person]
<p>Meeting of F P&B.</p> <p>Location: EDR at 3:15 pm</p> <ul style="list-style-type: none"> ➤ <u>Recommendations for (December 1 Notification Date):</u> <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 align="center">10/24/23</p>	
	<p align="center">10/27/23</p>	<p>Notification letters of re-appointment/<u>non-reappointment to adjuncts (for 12/1/23 deadline) for Spring 2024.</u></p> <ul style="list-style-type: none"> • Send “list” of non-reappointments to HR.

<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: “Virtual Meeting.” at 3:15 pm</p> <p>Recommendations for Tenure, Promotion and CCE (continued).</p>	<p>10/31/23 “Virtual Meeting.”</p>	
<p>Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04</p>	<p>11/01/23</p>	<p>Items Submission Deadline 10/18/23</p>
<p>Meeting of F P&B.</p> <p>Location: EDR at 3:15 pm</p> <p>Recommendations for Tenure, Promotion and CCE (continued).</p>	<p>11/14/23</p>	
<p>General Faculty Meeting (Hyperlink) Time: 3:30 pm – 5:00 pm Location: TBA</p>	<p>11/15/23</p>	<p>Deadline for <u>Academic Filers</u> to submit their Financial Disclosure Statement to the NYS Joint Commission on Public Ethics (JCOPE).</p>
	<p>11/23/23 Thru 11/26/23</p>	<p><u>Thanksgiving Holiday</u> • College closed – NO CLASSES</p>
	<p>12/01/23</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>Meeting of F P&B.</p> <p>Location: EDR at 3:15 pm</p> <p>Recommendation for Honorary Degrees.</p>	<p>12/05/23</p>	
<p>New Faculty Seminar <u>Part II of V</u> Time: 3:45 - 5:15 pm Location: TBA</p>	<p>TBD</p>	
<p>Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04</p>	<p>12/06/23</p>	<p>Items Submission Deadline 11/22/23</p>

Dated **September.29.2023**

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	12/20/23	<u>End of Fall Term</u>
	12/24/23 Thru 12/25/23	<u>College Closed</u>
	01/01/24	College Closed
	01/03/24	ALL Full-Time Faculty should continue to upload Scholarship and Creative Activity for the period of July 1, 2023 – June 30, 2024 into: 1. Digital Measures, and the 2. CUNYfirst Toolkit.
New Faculty Seminar <u>Part III of V</u> Time: Noon – 2:00 pm Location: TBA	TBD	
	01/15/24	<u>College Closed – MLK Day Holiday</u>
1 st Meeting of F P&B Spring Semester. Location: “Virtual Meeting.” at 3:15 pm	01/16/24 “Virtual Meeting.”	
	01/19/24	1) Deadline for <u>department P&B</u> recommendations, including updated supporting materials entered into Digital Measures, for Promotion Candidates. 2) Appeals are due to <u>the TPCCE Committee</u> from negative recommendations of department P&B.
	01/25/24	<u>1st Day of Classes Spring Semester</u>
	01/31/24	Deadline Submission of <u>Spring 2024</u> Electronic Multiple Positions Form

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	<p>02/02/24</p>	<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) and <u>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 2023 for DP appointments and approved by the President and the EVC.</p>
<p>Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04</p>	<p>02/07/24</p>	<p>Items Submission Deadline 1/24/24</p>
	<p>02/12/24</p>	<p><u>College Closed – Lincoln’s Birthday</u></p>

<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 (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>02/13/24</p>	
<p>New Faculty Seminar <u>Part IV of V</u> Time: 3:45 - 5:15 pm Location: TBA</p>	<p>TBD</p>	
	<p>02/16/24</p>	<p>Deadline for <u>Department P&B</u> to approve eMPRF’s.</p>
	<p>02/16/24</p>	<p>Deadline for Academic Departments to update adjunct directory information on department website.</p>
	<p>02/19/24</p>	<p><u>College Closed – President’s Day</u></p>
<p><u>General Faculty Meeting (Hyperlink)</u> Time: 3:30 pm – 5:00 pm Location: TBA</p>	<p>02/21/24</p>	
	<p>02/22/24</p>	<p>Classes follow a <u>Monday</u> schedule</p>
	<p>2/28/24</p>	<p>Classes follow a <u>Monday</u> schedule</p>

<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	03/01/24 See -05/21/24	<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>
Senate Meeting (Hyperlink) Time: 3:45 - 5:15 pm Location: Carmen B04	03/06/24	Items Submission Deadline 2/21/23
	03/14/24	<p>Notification letters of reappointment / non-reappointment to Adjuncts with less than 6 consecutive semesters and Graduate Assistants A, B, C with 5/01/2024 deadline for Fall 2024.</p> <ul style="list-style-type: none"> • Send “list” of non-reappointments to HR.
	03/15/24	<p>Deadline for submission of Full-time Faculty Electronic Workload Forms (eFWL) for Spring 2024.</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. 	03/19/24	

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<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	03/22/24	Notification letters of reappointment / non-reappointment to Adjuncts <u>serving in the same department for 6 or more consecutive semesters (not counting summers), for 5/01/2024 deadline, for Fall '24 and Spring '25.</u> Send "list" of non-reappointments to HR.
<u>Meeting of F P&B.</u> <u>Location:</u> FDR at 3:15 pm <u>Recommendations for Promotion (continued):</u> Professor, Associate Professor & CLT titles	03/26/24	
	03/29/2024 Thru 3/31/2024	<u>No Classes</u> [Good Friday & Easter]
	04/01/24	1) Deadline for All Full-Time Faculty to submit July 1, 2023 – June 30, 2024: Academic Year Scholarship and Creative Activity into Digital Measures. 2) Deadline for Faculty to submit artifacts for July 1, 2023 – June 30, 2024: Academic Year Annual Faculty Celebration Event.
<u>Senate Meeting (Hyperlink)</u> Time: 3:45 - 5:15 pm Location: Carmen B04	04/3/24	Items Submission Deadline 3/20/24
<u>Meeting of F P&B.</u> <u>Location:</u> FDR at 3:15 pm <u>Recommendations for Promotion (continued).</u>	04/16/24	Department Chair (Summer) designation & hrs. submitted to Provost Office.
	04/22/2024 Thru 04/30/2024	<u>No Classes – Spring Recess</u>
New Faculty Seminar <u>Part V of V</u> Time: 3:45 - 5:15 pm Location: TBA	TBD	

<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	05/01/24	Items Submission Deadline 4/17/2024
<u>Celebration of Faculty Scholarship & Creative Work</u> Time: TBA Location: “In-Person” TBA	05/02/24	
<u>New Faculty Seminar - End of Year Open Forum with Lehman College Leadership</u> Time: TBA Location: TBA	05/03/24	
	05/06/24 to 05/10/24 (1st full-week in May)	<u>Election of department</u> chairs, representatives to the Senate and P&B members in departments of TBA.
<u>Meeting of F P&B.</u> Location: FDR at 3:15 pm <ul style="list-style-type: none"> • <u>Agenda Items</u> TBA 	05/07/24	
General Faculty Meeting (Hyperlink) Time: 3:30 pm – 5:00 pm Location: TBA	05/08/24	
	05/21/24	<p>Deadline for Dean’s Office to complete the “Pre-tenure Review (Hyperlink)” for each untenured tenure-track faculty member in his/her 3rd year of service during the spring semester, after the department chair’s annual evaluation memorandum and before Commencement.</p> <p>And per Lehman Policy: Deadline for Dean’s Office to complete Pre-CCE Reviews and Pre-tenure Reviews, respectively, for Lecturers and CLTs in their 2nd year of service.</p>

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<u>Faculty Personnel & Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
<u>Meeting of F P&B.</u> Location: FDR at 3:15 pm • Last F P&B Meeting for <u>2023-2024</u>	05/21/24	ALL Full-Time Faculty should continue to upload Scholarship and Creative Activity for the period of <u>July 1, 2023 – June 30, 2024</u> into CUNYfirst Toolkit by June 30 th for each AY year.
	05/22/24	<u>End of Spring Term</u>
	<u>05/27/24</u>	<u>Memorial Day – College Closed</u>
<u>Commencement</u>	<u>05/30//24</u>	<u>Commencement</u>