

Office of the Provost  
Administrative Calendar 2025 - 2026

**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 &amp; Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
New Faculty: <u>Welcome &amp; Workplace Essentials</u> <ul style="list-style-type: none"> <li>August <b>19th</b> 10:30 am – 1:00 pm</li> <li><b>“Virtual Meeting”</b></li> </ul>	08/ <b>19</b> /2025	
<b>1<sup>st</sup> Meeting</b> of F P&B for AY 2025-2026 <ul style="list-style-type: none"> <li><u>Elections</u> for Committee on Committees and Tenure, Promotion and CCE committee.</li> </ul> <b>Location: “Virtual Meeting”</b> at 3:15 pm	08/ <b>19</b> /2025 [Tue.]	
New Faculty: <u>The Academic Landscape</u> <ul style="list-style-type: none"> <li>August <b>20th</b>, 10:30 am – 1:00 pm</li> <li><b>“Virtual Meeting”</b></li> </ul>	08/ <b>20</b> /2025	
New Faculty Orientation: <b>“In-Person”</b> <ul style="list-style-type: none"> <li>August <b>21st</b> 9:00 am – 4:00 pm</li> <li><b>Full-day Program</b></li> </ul>	08/ <b>21</b> /2025	
Part II - New Faculty: CUNY Teaching Essentials <ul style="list-style-type: none"> <li>August <b>22nd</b>, 10:00 am – Noon</li> </ul>	08/ <b>22</b> /2025	
	08/26/2025 [Tue.]	<u><b>1<sup>st</sup> Day of Classes – UG Academic Calendar</b></u>
	08/30/2025	Academic Departmental Meetings (no later than date).
	09/01/2025	<b>Deadline for <u>candidates</u> to notify their department chair that they wish to be considered for <b>promotion</b> in the Spring.</b>

<u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	09/01/2025 [Mon.]	<u>College Closed – Labor Day Holiday</u>
<p><u>2nd Meeting</u> of F P&amp;B</p> <p><u>Location:</u></p> <p>“In-person”– FDR at 3:15 pm</p> <p>(Faculty Dining Room)</p> <ul style="list-style-type: none"> <li>Elections for Committee on Committees and Tenure, Promotion and CCE committee, if <b>not</b> completed at 1<sup>st</sup> meeting,</li> </ul>	09/02/2025 [Tue.]	<p>1) <b>Deadline for <u>department P&amp;B</u></b> recommendations, including updated supporting materials entered into Digital Measures, for:</p> <ul style="list-style-type: none"> <li>Tenure/Promotion (7<sup>th</sup> reappointment)</li> <li>CCE (5<sup>th</sup> reappointment)</li> <li>Notify Dean, Provost and TPCCE Chair of Negative P&amp;B recommendations.</li> <li><b>Appeals from faculty member are due to the TPCCE Chair</b> within 10 business days from notification of a negative recommendations by the department Chair.</li> </ul> <p>2) <b>Deadline for <u>department P&amp;B</u></b> recommendations, including updated supporting materials entered into Digital Measures, for:</p> <ul style="list-style-type: none"> <li>3<sup>rd</sup> Reappointments (fourth year of service) <b>for Lecturers and CLTs</b></li> <li><b>4<sup>th</sup> Reappointments (fifth year of service) for Professorial Ranks</b></li> <li>Deadline for submission of recommendations to confer Assistant Professor Emeritus and Associate Professor Emeritus titles.</li> </ul> <p><b>Note:</b> All reappointment PAFs (personnel action forms) will be sent to the departments electronically via <a href="mailto:forms.production@lehman.cuny.edu">forms.production@lehman.cuny.edu</a>.</p>
<p><u>Senate Meeting (Hyperlink)</u></p> <p>Time: 3:45 - 5:15 pm</p> <p>Location: <b>Carmen B04</b></p> <p>Items Submission Deadline: 08/20</p>	09/03/2025	
<p><b>Save-the-Date</b></p> <p>Faculty Success   Digital Measures Training</p> <p>Location: <b>Via Zoom, Time: 10:00 AM - Noon</b></p> <ul style="list-style-type: none"> <li>Email will be shared by Chairs.</li> </ul>	09/05/2025 [Fri.]	

<b><u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u></b>	<b><u>Dates</u></b>	<b><u>Academic Department Actions</u></b>
<b>Save-the-Date</b> <ul style="list-style-type: none"> <li>Fall <u>2025</u> Academic Convocation</li> <li>10:00 am – 1:00 pm</li> </ul>	<b>09/17/2025</b>	<b>Save-the-Date</b> <ul style="list-style-type: none"> <li>Fall <u>2025</u> Academic Convocation</li> <li>10:00 am – 1:00 pm</li> </ul>
<a href="#">General Faculty Meetings (Hyperlink)</a> Time: 3:30 pm – 5:00 pm Location: <b>TBA</b>	09/17/2025	
	09/19/2025	<b>Deadline <u>Submission of Fall 2025</u> Electronic Multiple Positions Form (eMPRF).</b>
	09/22/2025 [Mon.] thru 09/24/2025 [Wed.]	<b><u>No Classes Scheduled</u> [Rosh Hashana]</b>
	09/25/2025	<b>Deadline for <u>Academic Departments</u> to update adjunct directory information on department website.</b>

<b><u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u></b>	<b><u>Dates</u></b>	<b><u>Academic Department Actions</u></b>
	09/27/2025	<p>1) <b>Deadline for <u>Department P&amp;B</u></b> to approve eMPRF's.</p> <p>2) <b>Deadline for <u>Department P&amp;B</u></b> recommendations, <u>including updated supporting materials entered into Digital Measures, for:</u></p> <ul style="list-style-type: none"> <li>• Professorial Titles - 2<sup>nd</sup>, <b>3<sup>rd</sup></b>, 5<sup>th</sup> and 6<sup>th</sup> reappointments (third, <b>fourth</b>, sixth and seventh years of service)</li> <li>• Lecturers – 4<sup>th</sup> reappointment (fifth year of service)</li> <li>• Instructors - 2<sup>nd</sup> and 4<sup>th</sup> reappointments (third and fifth years of service)</li> <li>• CLTs - 2<sup>nd</sup> and 4<sup>th</sup> reappointments (third and fifth years of service)</li> <li>• <b>Note:</b> All reappointment PAFs (personnel action forms) will be sent to the departments electronically via <a href="mailto:forms.production@lehman.cuny.edu">forms.production@lehman.cuny.edu</a></li> </ul>
	09/30/2025	<b>Deadline for <u>Department Chairs</u></b> to notify the Provost (cc: Deans) of all prospective candidates for promotion in the Spring semester.
	10/01/2025	<b>Deadline for <u>faculty returning</u></b> from sabbaticals to submit <a href="#">Fellowship Leave Report and Scholar Incentive Leave Report (hyperlink)</a> .
	10/01/2025 [Wed.] thru 10/02/2025 [Thu.]	<b><u>No Classes Scheduled [Yom Kippur]</u></b>
<p><b>Meeting of F P&amp;B Location: FDR at 3:15 pm</b></p> <ul style="list-style-type: none"> <li>➤ <u>Election</u> of Budget Committee, Distinguished Professor Committee, Fellowship &amp; Scholar Incentive Awards Committee, Library Executive Committee.</li> <li>➤ <u>Recommendations for:</u> <ul style="list-style-type: none"> <li>• Assistant Professor Emeritus</li> <li>• Associate Professor Emeritus</li> </ul> </li> </ul>	<b>10/07/25</b>	

Dated: 24.July.2025

<b><u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u></b>	<b><u>Dates</u></b>	<b><u>Academic Department Actions</u></b>
	10/13/2025	<u>College Closed – Columbus Day / Indigenous Peoples Day Holiday</u>
	10/14/2025 [Tue.]	<u>Classes Follow a Monday Schedule</u>
<u>Senate Meeting (Hyperlink)</u> Time: 3:45 - 5:15 pm Location: <b>Carmen B04</b> Items Submission Deadline: 10/01	10/15/25	Academic Departmental Meetings (no later than date).
	10/17/25	<b>Deadline for <u>submission</u> of Full-time Faculty Electronic Workload (eFWL) Forms for <u>Fall 2025</u>.</b>
	10/20/2025 [Mon.]	<u>No classes Scheduled [Diwali]</u>
	10/24/2025 [Fri.]	<u>Classes Follow a Monday Schedule</u>
<b>Meeting of F P&amp;B.</b>  <b>Location: TBD at 3:15 pm</b>  ➤ <u>Recommendations for (December 1 Notification Date):</u> <ul style="list-style-type: none"> <li>• Tenure and Promotion to Associate Professor, Tenure for CLTs and CCE (Lecturers).</li> <li>• Professorial Titles - 2<sup>nd</sup> to 6<sup>th</sup> reappointments (third to seventh years of service)</li> <li>• Lecturers - 3<sup>rd</sup> and 4<sup>th</sup> reappointments (fourth and fifth years of service)</li> <li>• Instructors – 2<sup>nd</sup> to 4<sup>th</sup> reappointments (third to fifth years of service)</li> <li>• CLT'S – 2<sup>nd</sup> to 4<sup>th</sup> reappointments (third to fifth years of service)</li> </ul>	<b>10/28/25</b>	
	10/29/25	<b>Notification letters of re-appointment/non-reappointment to adjuncts (for 12/1/25 deadline) for Spring 2026.</b> <ul style="list-style-type: none"> <li>• Send “list” of non-reappointments to HR.</li> </ul>

Dated: 24.July.2025

<b><u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u></b>	<b><u>Dates</u></b>	<b><u>Academic Department Actions</u></b>
<a href="#">Senate Meeting (Hyperlink)</a> Time: 3:45 - 5:15 pm Location: <b>Carmen B04</b> Items Submission Deadline: 10/22	11/05/25	Academic Departmental Meetings (no later than date).
<b>Meeting of F P&amp;B.</b>  <b>Location: FDR</b> at 3:15 pm  Recommendations for Tenure, Promotion and CCE (continued).	<b>11/11/25</b>	
	11/15/25	<b><u>Deadline for Academic Filers</u></b> to submit their Financial Disclosure Statement to the <a href="#">NYS Commission on Ethics and Lobbying in Government</a> .
<b>Meeting of F P&amp;B.</b>  <b>Location: FDR</b> at 3:15 pm  Recommendations for Tenure, Promotion and CCE (continued).	<b>11/18/25</b>	
<a href="#">General Faculty Meeting (Hyperlink)</a> Time: 3:30 pm – 5:00 pm Location: <b>TBA</b>	11/19/25	
	11/27/2025 Thru 11/28/2025	<b><u>College Closed – Thanksgiving Holiday</u></b>
	11/29/2025 Thru 11/30/2025	<b><u>No Classes scheduled</u></b>
	12/01/2025	<b>Deadline for <u>submission of completed</u> <a href="#">Fellowship Leave and Scholar Incentive Award applications and checklists (hyperlinks)</a></b> , as well as the written confirmation of eligibility, submitted by the department chair to the Office of Academic Personnel in the Provost Office.

<b><u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u></b>	<b><u>Dates</u></b>	<b><u>Academic Department Actions</u></b>
<b>Meeting of F P&amp;B.</b>  <b>Location: FDR</b> at 3:15 pm  Recommendation for Honorary Degrees.	<b>12/09/25</b>	
<a href="#">Senate Meeting (Hyperlink)</a> Time: 3:45 - 5:15 pm Location: <b>Carmen B04</b> Items Submission Deadline: 11/26	12/10/2025	Academic Departmental Meetings (no later than date).
	12/22/2025 [Mon.]	<b><u>End of Fall Term</u></b>
	12/24/2025 Thru 12/25/2025	<b><u>College Closed</u></b>
	12/31/2025 <b>Thru</b> 01/01/2026	<b><u>College Closed</u></b>
	01/07/26	ALL Full-Time Faculty should continue to upload Scholarship and Creative Activity for the period of <b>July 1, 2025 June 30, 2026</b> into: <ol style="list-style-type: none"> <li>Digital Measures, and the</li> <li>CUNYfirst Toolkit.</li> </ol>
<b>1<sup>st</sup> Meeting of F P&amp;B Spring Semester.</b>  <b>Location: “Virtual Meeting.”</b> at 3:15 pm	<b>01/13/26</b> <b>“Virtual Meeting.”</b>	
	01/17/26	1) <b>Deadline for <u>department P&amp;B</u> recommendations, including updated supporting materials entered into <u>Digital Measures</u>, for Promotion Candidates.</b> <ul style="list-style-type: none"> <li>Notify Dean, Provost and TPCCE Chair of Negative P&amp;B recommendations.</li> </ul> 2) <b>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.</b>
	01/19/2026 [Mon.]	<b><u>College Closed – MLK Day Holiday</u></b>

<u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	01/26/2026 [Mon.]	<u>1<sup>st</sup> Day of Classes Spring Semester</u>
	01/31/26	Deadline Submission of <u>Spring 2026</u> Electronic Multiple Positions Form (eMPRF).
	02/04/26	<p>1) <b>Deadline for department P&amp;B</b> recommendations, including updated supporting materials entered into Digital Measures, for:</p> <ul style="list-style-type: none"> <li>• Professorial Titles – 1st reappointment (second year of service)</li> <li>• Lecturers – 1st reappointment (second year of service) and <u>2nd reappointment (third year of service)</u></li> <li>• Instructors – 1st reappointment (second year of service)</li> <li>• CLT'S – 1<sup>st</sup> reappointments (second year of service)</li> <li>• <b>Note: All reappointment PAFs (personnel action forms) will be sent to the departments electronically via <a href="mailto:forms.production@lehman.cuny.edu">forms.production@lehman.cuny.edu</a>.</b></li> </ul> <p>2) <b>Deadline for department P&amp;B</b> recommendations for reappointment with supporting material (CV) entered into Digital Measures for:</p> <ul style="list-style-type: none"> <li>• Distinguished Professors (DP)</li> <li>• Distinguished Lecturers (DL)</li> </ul> <p><b>Note: 5-year reviews were conducted by the Distinguished Professor Committee in <u>March 2024</u> for DP appointments and approved by the President and the EVC.</b></p>
<a href="#">Senate Meeting (Hyperlink)</a> Time: 3:45 - 5:15 pm Location: <b>Carmen B04</b> Items Submission Deadline: 1/21/26 <b>Meeting of F P&amp;B.</b>	02/04/26	Academic Departmental Meetings (no later than date).
<b>Location: FDR at 3:15 pm</b> ➤ <u>Recommendations for (April 1 Notification Date):</u>	02/10/26	



<b><u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u></b>	<b><u>Dates</u></b>	<b><u>Academic Department Actions</u></b>
<ul style="list-style-type: none"> <li>• Professorial Titles – 1st reappointment (second year)</li> <li>• Lecturers – 1st reappointment (second year) and 2nd reappointment (third year)</li> <li>• Instructors – 1st reappointment (second year)</li> <li>• CLT'S – 1<sup>st</sup> reappointments (second year)</li> </ul> <p>➤ <u>Recommendations for:</u></p> <ul style="list-style-type: none"> <li>• Fellowship Awards &amp; Scholar Incentive Awards</li> <li>• Library Professional Reassignment Leave</li> <li>• Distinguished Professors</li> <li>• Distinguished Lecturers</li> </ul>		
	02/12/26 [Thu.]	<u>College Closed – Lincoln's Birthday</u>
	02/14/26	<b>Deadline for <u>Department P&amp;B</u> to approve eMPRF's.</b>
	02/14/26	<b>Deadline for Academic Departments to update adjunct directory information on department website.</b>
	02/16/2026 [Mon.]	<u>College Closed – President's Day</u>
	02/17/2026 [Tue.]	<u>No Classes Scheduled</u> [Lunar New Year]
<a href="#">General Faculty Meeting (Hyperlink)</a> Time: 3:30 pm – 5:00 pm Location: <b>TBA</b>	02/25/2026	
<a href="#">Senate Meeting (Hyperlink)</a> Time: 3:45 - 5:15 pm Location: <b>Carmen B04</b> Items Submission Deadline: 02/18	03/04/2026	Academic Departmental Meetings (no later than date).

<u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u>	<u>Dates</u>	<u>Academic Department Actions</u>
	03/06/26 <b>See -05/22/26</b>	<p><b>Deadline/Last day to schedule <a href="#">Annual Evaluations (hyperlink)</a>.</b></p> <p><b>Note:</b> Department chair's annual evaluation memorandum for <u>untenured tenure-track faculty in their 3<sup>rd</sup> year</u> of service should be completed ASAP for use by the Dean's Office to complete a dean's "Pre-tenure Review (<a href="#">Hyperlink</a>)" before Commencement.</p> <p><b>And per Lehman Policy:</b> Department chair's annual evaluation memorandum for Lecturers <b>and</b> CLTs in their <b>2<sup>nd</sup></b> year of service should be completed <b>ASAP</b> for <a href="#">Pre-CCE Reviews</a> and <a href="#">Pre-tenure Reviews</a>, respectively.</p>
	03/14/26	<p>Notification letters of reappointment / non-reappointment to Adjuncts <u>with less than 6 consecutive semesters</u> and Graduate Assistants A, B, C <b>with 5/01/2026 deadline for Fall 2026.</b></p> <ul style="list-style-type: none"> <li>Send "list" of non-reappointments to HR.</li> </ul>
	03/15/26	<p><b>Deadline for submission</b> of Full-time Faculty Electronic Workload Forms (<b>eFWL</b>) for <b>Spring 2026</b>.</p>
<p><b>Meeting of F P&amp;B.</b></p> <p><b>Location: FDR</b> at 3:15 pm</p> <p><u>Recommendations for Promotion:</u></p> <ul style="list-style-type: none"> <li>Professor, Associate Professor* and CLT title. *Except for those who applied for tenure in the Fall.</li> </ul>	03/17/26	
	03/20/2026 [Fri.]	<p><b><a href="#">No Classes Scheduled</a> [<a href="#">Eid Al-Fitr</a>]</b></p>

<b><u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u></b>	<b><u>Dates</u></b>	<b><u>Academic Department Actions</u></b>
	03/21/26	Notification letters of reappointment / non-reappointment to Adjuncts <u>serving in the same department for 6 or more consecutive semesters (not counting summers)</u> , for <b>5/01/2026 deadline, for Fall '26 and Spring '27.</b>  Send "list" of non-reappointments to HR.
<b>Meeting of F P&amp;B.</b>  <b>Location: FDR at 3:15 pm</b>  <u>Recommendations for Promotion (continued):</u> Professor, Associate Professor & CLT titles	<b>03/24/25</b>	
	04/01/2026 Thru 04/09/2026 [Wed. – Thu.]	<b><u>No Classes – Spring Recess</u></b>
	04/10/2026 [See January 7 <sup>th</sup> ]	<b>Deadline for All Full-Time Faculty to submit <u>July 1, 2025 – June 30, 2026: Academic Year</u> Scholarship and Creative Activity into Digital Measures.</b>
<b>Meeting of F P&amp;B.</b>  <b>Location: FDR at 3:15 pm</b>  <u>Recommendations for Promotion (continued).</u>	<b>04/14/2026</b>	Department Chair (Summer) designation & hrs. submitted to Provost Office.
<u>Senate Meeting (Hyperlink)</u> Time: 3:45 - 5:15 pm Location: <b>Carmen B04</b> Items Submission Deadline 4/1	04/15/2026	Academic Departmental Meetings (no later than date).
	04/21/2026 [Tue.]	Classes follow a <b>Thursday</b> schedule
	05/04/26 to 05/08/26	<b><u>Election of department</u></b> chairs, representatives to the Senate and P&B members in departments of <b>TBA.</b>

Dated: 24.July.2025

<b><u>Faculty Personnel &amp; Budget Meeting Agenda Items and Academic Affairs Events</u></b>	<b><u>Dates</u></b>	<b><u>Academic Department Actions</u></b>
<b>Meeting of F P&amp;B.</b>  <b>Location:</b> FDR at 3:15 pm <b>Agenda Items:</b> <b>TBD</b>	05/05/26	
<a href="#">Senate Meeting (Hyperlink)</a> Time: 3:45 - 5:15 pm Location: <b>Carmen B04</b> Items Submission Deadline: 4/22	05/06/26	Academic Departmental Meetings (no later than date).
<a href="#">General Faculty Meeting (Hyperlink)</a> Time: 3:30 pm – 5:00 pm Location: <b>TBA</b>	05/13/2026	
<b>Meeting of F P&amp;B.</b>  <b>Location:</b> FDR at 3:15 pm  <ul style="list-style-type: none"> <li>Last F P&amp;B Meeting for <b><u>2025-2026</u></b></li> </ul>	05/19/2026	ALL Full-Time Faculty should continue to upload Scholarship and Creative Activity for the period of <b>July 1, 2025 – June 30, 2026</b> into CUNYfirst Toolkit by June 30 <sup>th</sup> for each AY year.
	5/22/2026	<p><b>Deadline for Dean's Office to complete a dean's "Pre-tenure Review (Hyperlink)" before Commencement.</b></p> <p>The "Pre-tenure Review (Hyperlink)" for each untenured tenure-track faculty member in his/hers <b>3<sup>rd</sup> year</b> of service during the spring semester, after the department chair's annual evaluation memorandum.</p> <p><b>And per Lehman Policy:</b>  <b>Deadline for Dean's Office</b> to complete <b>ASAP</b> the <a href="#">Pre-CCE Reviews</a> and <a href="#">Pre-tenure Reviews</a>, for Lecturers and CLTs in their <b>2<sup>nd</sup> year</b> of service.</p>
	05/25/2026 [Mon.]	<a href="#"><u>College Closed - Memorial Day</u></a>
	05/26/2026 [Tue.]	<a href="#"><u>End of Spring Term</u></a>
<b>Commencement</b>	<b>05/28/2026</b>	<a href="#"><u>Commencement</u></a>