**Hunter College Department Chair Calendar**

**2014 – 2015**

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| **Date** | **Activity/Event/Program** | **Notes** |
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| **June 2014** |
| June 2 | Department Annual Reports | Reports due to Office of the Provost |
| June 24 | [George N. Shuster Faculty Fellowship Fund Pilot Program](http://www.hunter.cuny.edu/provost/teaching-research/funding-opportunities-1): for peer review or professional editing of faculty manuscripts and grant proposals | 2014-15 Pilot program announcement emailed to all faculty – *applications accepted on a rolling basis through June 30, 2015* |
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| **July 2014** |
| July 15 | Faculty workload | Deadline for finalizing Spring 2014 faculty workload data  |
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| **August 2014** |
| August 19 | (New) Adjunct Orientation | Invitations sent to adjuncts in late July/early August; Deans and Chairs encouraged to join adjuncts for lunch during orientation |
| August 20 | (New) Chair Orientation | All chairs welcome; invitations sent in late June/ early July |
| August 21 | New Full-time Faculty Orientation | Invitations sent to new f/t faculty in late July/early August; Deans and Chairs encouraged to join new faculty for lunch during orientation |
| August 28 | Fall 2014 classes begin |  |
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| **September 2014** |
| September 1 | College is closed | Labor Day |
| September 3 | Registration closes at 11:59pm  | Approvals for course overtallies, faculty permissions, and course overloads must be posted in CUNYfirst by September 3, 2014 to allow students to complete their registration by 11:59p.m |
| Early September  | [President’s Initiatives for Student Engagement](http://www.hunter.cuny.edu/provost/teaching-research/funding-opportunities-1) | 2014-15 program announcement emailed to all faculty – *applications accepted on a rolling basis* |
| September 8 | [President’s Fund for Faculty Advancement](http://www.hunter.cuny.edu/provost/repository/files/2015%20PresFund%20for%20Faculty%20Advancement.doc) | Applications due to Dept. Chairs from faculty |
| September 9 | FP&B meeting | PCR, 2:00 – 4:00pm |
| September 10 | Department meetings |  |
| September 17 | Senate meeting | 714W, 3:30- 5:25pm |
| September 19 | [President’s Fund for Faculty Advancement](http://www.hunter.cuny.edu/provost/repository/files/2015%20PresFund%20for%20Faculty%20Advancement.doc) | Applications due to Deans from Dept. Chairs |
| September 23 | Classes follow a Friday Schedule |  |
| September 24-26 | No classes scheduled | Rosh Hashanah |
| September 29 | [President’s Fund for Faculty Advancement](http://www.hunter.cuny.edu/provost/repository/files/2015%20PresFund%20for%20Faculty%20Advancement.doc) | Applications due to Office of the Provost from Deans, with Deans’ recommendations |
| September 30 | FP&B meeting | PCR, 2:00 – 4:00pm |
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| **October 2014** |
| October 3-4 | No classes scheduled | Yom Kippur |
| October 8 | Department meetings |  |
| October 8 | Senate meeting | 714W, 3:30- 5:25pm |
| October 12 | No classes scheduled |  |
| October 13 | College is closed | Columbus Day |
| October 14 | FP&B meeting | PCR, 2:00 – 4:00pm |
| October 17 | [Spring 2015 Undergraduate Research Fellowships](http://www.hunter.cuny.edu/ugresearch/initiative/fellowships) | Applications due from faculty |
| October 22 | Senate meeting | 714W, 3:30- 5:25pm |
| October 28 | FP&B meeting | PCR, 2:00 – 4:00pm |
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| **November 2014** |
| November 2014 | [President’s Fund for Faculty Advancement](http://www.hunter.cuny.edu/provost/repository/files/2015%20PresFund%20for%20Faculty%20Advancement.doc) | It is anticipated that awards will be announced this month. |
| November 3 | [Presidential Travel Award Program](http://www.hunter.cuny.edu/provost/teaching-research/presidential-initiatives) | Applications due to Dept. Chairs from faculty |
| November 4 | FP&B meeting | PCR, 2:00 – 4:00pm |
| November 5 | Senate Meeting | 714W, 3:30- 5:25pm |
| November 7 | [Fall 2014 Multiple Position Reports](http://hr.hunter.cuny.edu/forms/MultiplePositionReport.pdf) | Reports due to Dept. Chairs from faculty |
| November 10 | [Presidential Travel Award Program](http://www.hunter.cuny.edu/provost/teaching-research/presidential-initiatives) | Applications due to Deans from Dept. Chairs |
| November 11 | FP&B meeting | PCR, 2:00 – 4:00pm |
| November 12 | Department meetings |  |
| November 14 | [Fall 2014 Multiple Position Reports](http://www.hunter.cuny.edu/provost/teaching-research/calendars-schedules-and-deadlines) | Reports due to Deans from Dept. Chairs |
| November 18 | FP&B meeting | PCR, 2:00 – 4:00pm |
| November 19 | Senate meeting | 714W, 3:30- 5:25pm |
| November 25 | FP&B meeting | PCR, 2:00 – 4:00pm |
| November 27-30 | College is closed | Thanksgiving |
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| **December 2014** |
| December 1 | Adjuncts hired on a semester basis shall receive notice of appointment or non-reappointment for the following spring on or before December 1 |  |
| December 1 | [Presidential Travel Award Program](http://www.hunter.cuny.edu/provost/teaching-research/presidential-initiatives)   | Applications due to Office of the Provost from Deans, with Deans’ recommendations |
| December 1 | [2015-16 Fellowship Leaves](http://hr.hunter.cuny.edu/forms/fellowship%20leave%20application.pdf) | Applications due to Dept. Chairs from faculty |
| December 1 | [Fall 2014 Multiple Position Reports](http://www.hunter.cuny.edu/provost/teaching-research/calendars-schedules-and-deadlines) | Reports and summary form due to Office of the Provost from Deans |
| December 1 | [2015–16 Applications for Scholar Incentive Awards](http://www.hunter.cuny.edu/provost/teaching-research/calendars-schedules-and-deadlines) | Applications due to Dept. Chairs from faculty |
| December 2 | FP&B meeting | PCR, 2:00 – 4:00pm |
| December 3 | Senate meeting | 714W, 3:30- 5:25pm |
| December 10 | Department meetings |  |
| December 10 | Senate meeting | 714W, 3:30- 5:25pm |
| December 15 | [2015-16 Fellowship Leaves](http://hr.hunter.cuny.edu/forms/fellowship%20leave%20application.pdf) | Applications due to Deans from Dept. Chairs |
| December 15 | [2015-16 Scholar Incentive Awards](http://hr.hunter.cuny.edu/forms/Scholar%20Incentive%20Award%20Application.doc) | Applications due to Deans from Dept. Chairs |
| December 15 | [PSC-CUNY Research Grants](https://www.rfcuny.org/rfwebsite/research/content.aspx?catID=1190) | Typical deadline for faculty to submit proposals |
| December 16 | Reading Day/Final Exams |  |
| December 16-23 | Fall 2014 Final Exams |  |
| December 24-25 | College is closed | Christmas |
| December 31 | College is closed | New Year’s Eve |
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| **January 2015** |
| January 1 | College is closed | New Year’s Day |
| January 2 | Winter Session 2015 classes begin |  |
| January 13 | [2015-16 Fellowship Leaves](http://hr.hunter.cuny.edu/forms/fellowship%20leave%20application.pdf) | Applications due to Office of the Provost from Deans |
| January 13 | [2015-16 Scholar Incentive Awards](http://hr.hunter.cuny.edu/forms/Scholar%20Incentive%20Award%20Application.doc) | Applications due to Office of the Provost from Deans |
| January 19 | College is closed | Martin Luther King Day |
| January 23 | Winter Session 2015 Final Exams |  |
| TBD | January Commencement |  |
| January 28 | Spring 2015 classes begin |  |
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| **February 2015** |
| February 1 | Faculty workload  | Deadline for finalizing Fall 2014 faculty workload data  |
| February 3 | Registration closes at 11:59pm | Approvals for course overtallies, faculty permissions, and course overloads must be posted in CUNYfirst by February 3, 2015 to allow students to complete their registration by 11:59p.m |
| February 3 | FP&B meeting | PCR, 2:00 – 4:00pm |
| February 11 | Department meetings |  |
| February 11 | Senate meeting | 714W, 3:30- 5:25pm |
| February 12 | College is closed | Lincoln’s Birthday |
| February 16 | College is closed | President’s Day |
| February 17 | FP&B meeting | PCR, 2:00 – 4:00pm |
| February 18 | Classes follow a Monday schedule |  |
| February 25 | Senate meeting | 714W, 3:30- 5:25pm |
| Late February | Annual Tenure and Promotion Workshop  | Invitation to all tenure-track and tenured professorial rank faculty sent 3 weeks prior to the workshop |
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| **March 2015** |
| March 3 | [Spring 2015 Multiple Position Reports](http://hr.hunter.cuny.edu/forms/MultiplePositionReport.pdf) | Reports due to Dept. Chairs from faculty |
| March 10 | FP&B meeting | PCR, 2:00 – 4:00pm |
| March 11 | Department meetings |  |
| March 11 | Senate meeting | 714W, 3:30- 5:25pm |
| Mid-March | CUNY Faculty Scholarship/Creative Activity Reports | 2014 reporting system opens; email notification and instructions sent to all faculty |
| March 17 | [Spring 2015 Multiple Position Reports](http://www.hunter.cuny.edu/provost/teaching-research/calendars-schedules-and-deadlines) | Reports due to Deans from Dept. Chairs |
| March 24 | FP&B meeting | PCR, 2:00 – 4:00pm |
| March 25 | Senate meeting | 714W, 3:30- 5:25pm |
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| **April 2015** |
| April 1 | Notice of non-reappointment of HEOs up for first or second reappointment |  |
| April 3 - 11 | Spring Recess |  |
| April 10 | [Spring 2014 Multiple Position Reports](http://www.hunter.cuny.edu/provost/teaching-research/calendars-schedules-and-deadlines) | Reports and summary form due to Office of the Provost from Deans |
| April 14 | FP&B meeting | PCR, 2:00 – 4:00pm |
| April 15 | Department meetings |  |
| April 15 | Senate meeting | 714W, 3:30- 5:25pm |
| April 28 | FP&B meeting | PCR, 2:00 – 4:00pm |
| April 29 | Senate meeting | 714W, 3:30- 5:25pm |
| TBD | Department annual reports | Annual report instructions sent to Dept. Chairs |
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| **May 2014** |
| May 1 | Adjuncts hired on a semester basis shall receive notice of appointment or non-reappointment for the following fall on or before May 1 |  |
| May 1 | Notice of non-reappointment of HEOs beginning 3rd reappointment |  |
| Early May | CUNY Faculty Scholarship/Creative Activity Reports | Deadline for faculty to submit calendar year 2014 scholarship/creative activity |
| May 5 | FP&B meeting | PCR, 2:00 – 4:00pm+ |
| May 6 | Department meetings (Dept. elections) |  |
| May 6 | Senate meeting | 714W, 3:30- 5:25pm |
| May 13 | Senate meeting | 714W, 3:30- 5:25pm |
| May 15 | Notification of appointment or non-reappointment for adjuncts who have served in same department of the college for at least **6** **consecutive semesters** , excluding summers, during the **3 year period immediately preceding the appointment**. | If reappointed, people in these categories receive appointment for fall **and**  spring of the following year |
| May 17 | Reading Day/Final Exams |  |
| May 18-224 | Spring 2015 Final Exams |  |
| May 25 | College is closed | Memorial Day |
| TBD | Spring Commencement |  |
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***Notes***

1. This calendar does not include deadlines related to personnel-related actions. The [2014 Tenure and Promotion Schedule](http://www.hunter.cuny.edu/provost/repository/files/2014-2015%20Tenure%20and%20Promotion%20Schedule-%20Final%20PDF.pdf) may be found on the Provost’s website at <http://www.hunter.cuny.edu/provost/reports-policies/procedures>. Deadlines for all other personnel actions are set by the Deans’ Offices.
2. This calendar is also posted on the Provost’s website at <http://www.hunter.cuny.edu/provost/teaching-research/calendars-schedules-and-deadlines>.