

Hunter College Department Chair Calendar

2015-2016

*Date	Activity/Event/Program	Notes
Rolling Basis	George N. Shuster Faculty Fellowship Fund Pilot Program : for peer review or professional editing of faculty manuscripts and grant proposals	2015-16 Pilot program announcement emailed to all faculty – <i>applications accepted on a rolling basis through June 30, 2016</i>
	Faculty workload	Deadline for finalizing faculty workload data: End of Fall, Spring & Summer semesters
June 2015		
June 8	Department Annual Reports	Reports due to Office of the Provost
July 2015		
August 2015		
August 21	(New) Adjunct Orientation	Invitations sent to adjuncts in late July/early August; Deans and Chairs encouraged to join adjuncts for lunch during orientation
August 21	(New) Chair Orientation	All chairs welcome; invitations sent in late June/ early July
August 26	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 27	Fall 2014 classes begin	
September 2015		
Early September	President's Initiatives for Student Engagement	2015-16 program announcement emailed to all faculty – <i>applications accepted on a rolling basis</i>
September 5	No Classes scheduled	
September 7	College is closed	Labor Day
September 8	FP&B meeting	PCR, 2:00 – 4:00pm
September 9	Department meetings	
September 10	Classes follow a Monday schedule	
September 13-15	No classes scheduled	
September 15	Presidential Travel Award Program	Cycle 1: Applications due to Chairs from

		faculty
September 15	New Multiple Position Form for full-time faculty	Reports due to Dept. Chairs from faculty
September 16	Senate meeting	714W, 3:30- 5:25pm
September 22	Presidential Travel Award Program	Cycle 1: Applications to Deans Offices
September 22-23	No classes scheduled	
September 23	New Multiple Position Reports	Reports due to Deans from Dept. Chairs
September 25	Classes follow a Tuesday Schedule	
September 29	FP&B meeting	PCR, 2:00 – 4:00pm
September 30	Senate Meeting	714, 3:30 – 5:25pm
October 2015		
October 1	New Multiple Position Reports	Reports due to Provost Office
October 5	Presidential Travel Award Program	Cycle 1: Applications to Provost Office
October 6	FP&B meeting	PCR, 2:00 – 4:00pm
October 7	President’s Fund for Faculty Advancement	Applications due to Dept. Chairs from faculty
October 12	College is closed – no classes	Columbus Day
October 14	Department meetings	
October 14	Senate meeting	714W, 3:30- 5:25pm
TBA	Spring 2016 Undergraduate Research Fellowships	Applications due from faculty
October 19	President’s Fund for Faculty Advancement	Applications due to Deans from Dept. Chairs
October 27	FP&B meeting	PCR, 2:00 – 4:00pm
October 28	President’s Fund for Faculty Advancement	Applications due to Office of the Provost from Deans, with Deans’ recommendations
October 28	Senate meeting	714W, 3:30- 5:25pm
November 2015		
November 2015	President’s Fund for Faculty Advancement	It is anticipated that awards will be announced this month.
November 3	FP&B meeting	PCR, 2:00 – 4:00pm
November 10	FP&B meeting	PCR, 2:00 – 4:00pm
November 11	Senate Meeting	714W, 3:30- 5:25pm
November 11	Department meetings	
November 17	FP&B meeting	PCR, 2:00 – 4:00pm
November 23	Presidential Travel Award Program	Cycle 2: Applications due to Dept. Chairs from faculty
November 24	FP&B meeting	PCR, 2:00 – 4:00pm
November 25	Senate meeting	714W, 3:30- 5:25pm
November 26-29	College is closed- no classes	College Closed – Thanksgiving Recess
December 2015		

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	2016-17 Fellowship Leaves	Applications due to Dept. Chairs from faculty
December 1	2016-17 Applications for Scholar Incentive Awards	Applications due to Dept. Chairs from faculty
December 1	FP&B meeting	PCR, 2:00 – 4:00pm
December 7	Presidential Travel Award Program	Cycle 2: Applications due to Deans from Dept. Chairs
December 9	Senate meeting	714W, 3:30- 5:25pm
December 9	Department meetings	
December 14	2016-17 Fellowship Leaves	Applications due to Deans from Dept. Chairs
December 14	2016-17 Scholar Incentive Awards	Applications due to Deans from Dept. Chairs
December 15	PSC-CUNY Research Grants	Typical deadline for faculty to submit proposals
December 15-16	Reading Day/Final Exams	
December 15-23	Fall 2015 Final Exams	
December 24-25	College is closed	Christmas
December 31	College is closed	New Year's Eve
January 2016		
January 1	College is closed	New Year's Day
January 4	Winter Session 2016 classes begin	
January 12	2016-17 Fellowship Leaves	Applications due to Office of the Provost from Deans
January 12	2016-17 Scholar Incentive Awards	Applications due to Office of the Provost from Deans
January 18	College is closed- no classes	Martin Luther King Day
January 25	Winter Session 2016 Final Exams	
January 29	Spring 2016 Classes begin	
TBD	January Commencement	
February 2016		
February 1	Presidential Travel Award Program	Cycle 2: Applications due to Office of the Provost from Deans with Deans recommendations
February 9	FP&B meeting	PCR, 2:00 – 4:00pm
February 9	Classes follow a Friday schedule	
February 10	Department meetings	
February 10	Senate meeting	714W, 3:30- 5:25pm
February 12	College is closed	Lincoln's Birthday observed
February 15	College is closed	President's Day

February 16	New Multiple Position Reports	Reports due to Dept. Chairs from faculty
February 23	FP&B meeting	PCR, 2:00 – 4:00pm
February 23	New Multiple Position Reports	Reports due to Deans from Chairs
February 24	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
March 2016		
March 1	Last day to submit the Degree Audit Application Form (DAAF) for Spring 2016 graduation.	
March 1	Presidential Travel Award Program	Cycle 3: Applications due to Dept. Chairs from faculty
March 1	New Multiple Position Reports	Reports due to Office of the Provost from Deans
March 8	FP&B meeting	PCR, 2:00 – 4:00pm
March 9	Department meetings	
March 9	Senate meeting	714W, 3:30- 5:25pm
Mid-March	CUNY Faculty Scholarship/Creative Activity Reports	2015 reporting system opens; email notification and instructions sent to all faculty
March 15	Presidential Travel Award Program	Cycle 3: Applications due to Deans from Dept. Chairs
March 22	FP&B meeting	PCR, 2:00 – 4:00pm
March 23	Classes follow Friday schedule	
March 25-27	No Classes scheduled	
March 30	Senate meeting	714W, 3:30- 5:25pm
April 2016		
April 1	Notice of non-reappointment of HEOs up for first or second reappointment	
April 1	Presidential Travel Award Program	Cycle 2: Applications due to Office of the Provost from Deans with Deans recommendations
April 5	FP&B meeting	PCR, 2:00 – 4:00pm
April 6	Senate meeting	714W, 3:30- 5:25pm
April 13	Department meetings	
April 19	FP&B meeting	PCR, 2:00 – 4:00pm
April 20	Senate meeting	714W, 3:30- 5:25pm
April 22-30	Spring Recess	
May 2016		

Early May	CUNY Faculty Scholarship/Creative Activity Reports	Deadline for faculty to submit calendar year 2016 scholarship/creative activity
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 3 rd reappointment	
May 2 – 6	Department meetings (Dept. elections)	
May 3	FP&B meeting	PCR, 2:00 – 4:00pm+
May 4	Senate meeting	714W, 3:30- 5:25pm
May 11	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 18	Senate meeting	714W, 3:30- 5:25pm
May 19-20	Reading Day/Final Exams	
May 22-27	Spring 2016 Final Exams	
May 28	End of Spring Term	
May 30	College is closed	Memorial Day
TBD	Spring 2016 Commencement	
Early June 2016	Department Annual Reports	Annual report instructions sent to Dept. Chairs

*Dates May Vary

Notes

1. This calendar does not include deadlines related to personnel-related actions. The [2015 Tenure and Promotion Schedule](#) 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>.

