

# 2024-2025

## John Jay Chairs' Administrative Calendar

July 2024						
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August 2024						
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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### August

20 New Faculty Orientation [Faculty Services]

Tu *9am-4pm, Moot Court (6.68NB)*

26 Virtual New Faculty Orientation [Faculty Services]

M *11am-1pm, Zoom*

28 **Fall 2024 semester & 8-Week-1 graduate session begin**

### September

2 **College Closed (Labor Day)**

3 *Verification of Enrollment (VOE) Rosters Available*

Tu 8-Week-1 Online Graduate session classes

4 *Verification of Enrollment (VOE) Rosters Available*

W Fall 2024 session

Winter and Spring 2025 Scheduling opens in Coursedog

Registrar Scheduling Unit: [schedule@jjay.cuny.edu](mailto:schedule@jjay.cuny.edu)

8 *Verification of Enrollment (VOE) Rosters CLOSE*

Su 8-Week-1 online graduate session classes

10 Coursedog training, *Community hour*

Tu *Zoom: Meeting ID: 874 6083 1382; Passcode: 302824*

11 Coursedog training ([schedule@jjay.cuny.edu](mailto:schedule@jjay.cuny.edu))

W *Community hour, 7.61NB*

12 Coursedog training, *Community hour*

Th *Zoom: Meeting ID: 893 3013 5134; Passcode: 224986*

13 Faculty Personnel Files (FIDO) **close** for 2024-2025 cycle

F No additions by chairs or candidates [Faculty Services]

16 eWorkload opens to faculty, chairs, proxies for Fall 2024.

M Supporting documents to [facultyworkload@jjay.cuny.edu](mailto:facultyworkload@jjay.cuny.edu)

17 *Verification of Enrollment (VOE) Rosters CLOSE*

Tu Fall 2024 session

20 Full Faculty Personnel Committee (FPC) meeting

F *10am-1pm, Moot Court (6.68NB)*

January 2025						
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23 Provost Advisory Council (PAC) meeting  
M 1:40-3pm, 630HH

### October

1 **Deadline** for faculty to apply for fellowship leave that Tu would begin Fall 2025

2 **DUE:** Dept P&B votes to Faculty Services (2<sup>nd</sup> – 5<sup>th</sup> W reappointments and Distinguished Lecturers)

No classes scheduled – College Open

3 No classes scheduled – College Open

4 **DUE:** Department edits to Winter and Spring 2025 F Schedule – Coursedog closes at close of business

No classes scheduled – College Open

10 **DUE:** Dept P&B votes to Faculty Services (6<sup>th</sup> reappoints, Th Distinguished Professor (re)appointments\*)

11 No classes scheduled – College open

12 No classes scheduled – College open

14 College closed

15 Conversion Day – Classes follow Monday schedule

17 **DUE:** Dept P&B votes to Faculty Services (Tenure and/or Th Promotions; DP (re)appointment\*, Emeritus exceptions\*)

Provost Advisory Council (PAC) meeting  
1:40-3pm, 630HH

18 FPC Review Committee (RC) meeting, 10am-1pm, Virtual.  
F **DUE:** RC Votes (2<sup>nd</sup> – 5<sup>th</sup> reappts; Distinguished Lecturers)

20 Final exams begin: 8-Week-1 online graduate session

21 Final exams end: 8-Week-1 online graduate session

21 **8-Week-1 online graduate session ends**

January 2025						
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April 2025						
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25 FPC Review Committee (RC) meeting, *10am-1pm, Virtual.*  
**F DUE:** RC Votes (6<sup>th</sup> reappointments)

26 Grade submission **deadline:** 8-Week-1 graduate classes

28 **8-Week-2 online graduate session begins**

31 **DUE:** Dept P&B votes to Faculty Services (Faculty leaves  
 Th (Fa25) and any outstanding personnel actions)

*Tentative:* Student registration 'shopping carts' open for  
 Winter and Spring 2025 courses

### November

1 FPC Review Committee (RC) meeting, *10am-1pm, Virtual.*  
**F DUE:** RC Votes (Tenure and/or Promotion)

**Deadline** for Faculty submission of eWorkload. Status will  
 change to *Chair Review* only.

2 *Verification of Enrollment* (VOE) Rosters Available  
 Sa 8-Week-2 Online Graduate session classes

5 Election Day

6 Fall course withdrawal period ends

7 Registration opens for 2025 Winter & Spring enrollment

8\* FPC Review Committee (RC) meeting, *10am-1pm, Virtual.*  
**F DUE:** RC Votes (Faculty leaves (Fa25), any outstanding)

*Verification of Enrollment* (VOE) Rosters **CLOSE**  
 8-Week-2 Graduate Online session classes

12 **DUE:** Peer Teaching Observations for Fall 2024

18 Provost Advisory Council (PAC) meeting  
 M 1:40-3pm, 630HH

27 Conversion Day – Classes follow Friday schedule

28 College closed

29 College closed

January 2025						
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February 2025						
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March 2025						
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June 2025						
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August 2024						
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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30 No classes scheduled – College open

Deadline for candidates to submit *Adjunct Faculty Promotional Reclassification Review Request Form* with CV to department chair.

### December

1 No classes scheduled – College open

2 **Deadline** for Chair review/submission of eWorkload.  
M Status will change to *Provost Review* only.

6 Fall course withdrawal period ends

13 Full Faculty Personnel Committee (FPC) meeting  
F *10am-12pm, Moot Court (6.68NB)*

15 Fall 2024 semester final exams begin

16 Provost Advisory Council (PAC) meeting  
M *1:40-3pm, 630HH*

19 Final exams begin: 8-Week-2 online graduate session

20 eWorkload closes for Fall 2024.

21 Final exams end: Fall 2024 semester & 8-Week-2 session  
***Fall 2024 semester & 8-Week-2 graduate session end***

24 College closed

25 College closed

27 Grade submission **deadline** for Fall 2024 & 8-Week-2

31 College closed

### January

1 College closed

2 ***Winter 2025 session begins***

TBD\* **DUE:** HEO evaluations to HR – *\*as needed*

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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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3 *Verification of Enrollment* (VOE) Rosters Available  
F Winter 2025

4 *VOE Rosters Due* – Winter 2025

20 College closed

23 Winter 2025 final exams

***Winter 2025 session ends***

24 Grade submission deadline for Winter 2025

25 ***Spring 2025 semester begins***

27 eWorkload opens to faculty, chairs, proxies for Fall 2024.

M Supporting documents to [facultyworkload@jjay.cuny.edu](mailto:facultyworkload@jjay.cuny.edu)

29 No classes scheduled – College open

### February

1 *Verification of Enrollment* (VOE) Rosters Available  
Sa Spring 2025 session

7\* Full Faculty Personnel Committee (FPC) meeting  
F *10am-12pm, Moot Court (6.68NB) – \*as needed*

12 College closed

14 *Verification of Enrollment* (VOE) Rosters **CLOSE**  
F Spring 2025 session

15 **Deadline:** Chairs review qualifications for adjunct promotional reclassification review by this date.

17 College closed

18 Provost Advisory Council (PAC) meeting  
Tu *1:40-3pm, 630HH*

Conversion day – Classes follow Monday schedule

20 **DUE:** Dept P&B votes to Faculty Services  
Th (*1<sup>st</sup> Reappointments*)

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28 FPC Review Committee (RC) meeting, *10-11am, Virtual.*  
 F **DUE:** RC Votes (1<sup>st</sup> Reappointments)

### March

1 **Deadline** for faculty to apply for fellowship leave that would begin Spring 2026

6 Conversion day – Classes follow Wednesday schedule

7\* Faculty Personnel Appeals Committee (FPAC) meeting  
 F *9:30am-3:30pm, 630HH – \*as needed*

14\* Faculty Personnel Appeals Committee (FPAC) meeting  
 F *9:30am-3:30pm, 630HH – \*as needed*

15 **Deadline** for faculty to notify Provost (cc Kyeanna Bailey and chair) of intent to apply for promotion

21\* Faculty Personnel Appeals Committee (FPAC) meeting  
 F *9:30am-3:30pm, 630HH – \*as needed*

24 Provost Advisory Council (PAC) meeting  
 M *1:40-3pm, 630HH*

27 **DUE:** Dept P&B votes to Faculty Services (Faculty leaves (Sp26), Adjunct promotional reclassifications\*, emeritus exceptions\*, any remaining personnel actions)

31 No classes scheduled – College open

### April

4 Full Faculty Personnel Committee (FPC) meeting  
 F *10am-12pm, Moot Court (6.68NB)*

10 **DUE:** Peer Teaching Observations for Spring 2025

12 Spring recess begins – College open

20 Spring recess ends

21 Classes resume

23 Provost Advisory Council (PAC) meeting  
 W *1:40-3pm, 630HH*

January 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# 2024-2025

## John Jay Chairs' Administrative Calendar

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 25 FPC Review Committee (RC) meeting, *10-11am, Virtual*.  
 F **DUE:** RC Votes (Faculty leaves (Sp26), any remaining personnel actions)

### May

- 9 Full Faculty Personnel Committee (FPC) meeting  
 F *10am-12pm, Moot Court (6.68NB)*

- 16 Spring 2025 final exams begin

- 19 Provost Advisory Council (PAC) meeting  
 M *1:40-3pm, 630HH*

- 22 Spring 2025 final exams end

### *Spring 2025 semester ends*

- 26 College closed

- 27 Grade submission deadline for Spring 2025

- 30 *Approximate deadline:* Schedule and hold Annual Evaluation Conferences with faculty members in order to prepare annual evaluation memoranda for FPC files

\* Items with \* are *as needed*

You can access the full Calendar of Governance Meetings for 2024-2025 Academic Year here: [2024-2025 Governance Calendar](#)

January 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					