

Calendar Year Schedule of Faculty Employment Processes AY 2025-2026

August 2025

- August 04** **Faculty Outside Employment:** Provost sends a notice to faculty to submit “Faculty Request to Conduct Outside Employment” forms to deans no later than August 22.
- August 06** **Endowed Chairs and Professorships:** Provost notifies deans and faculty that annual stewardship reports for FY25 are due on September 2.
- August 29** **Faculty Outside Employment:** Deans’ Office will submit Faculty Request to Conduct Outside Employment forms to the Provost Office for consideration and approval.

September 2025

- September 02** **Endowed Chairs and Professorships:** Annual stewardship reports (FY25) are due to the Provost Office and Institutional Advancement for all Endowed Professorship and Endowed Chair holders.

October 2025

- October 15** **Phased Retirement:** Provost Office sends a notice to the deans and eligible faculty of their eligibility to elect to participate in the phased retirement program effective AY 2026-2027.
- October 31** **Sabbatical Leave:** Sabbatical leave reports on the results of the project undertaken during sabbatical leave in AY 2024-2025 are due to the Provost Office. (*Faculty Handbook mandate*)

November 2025

- November 01** **Promotion and Tenure:** Deadline for College Rank and Tenure Committees to begin review of promotion and tenure cases/applications. (*Faculty Handbook mandate*)
- November 01** **Renewal of Contracts for Non-tenured faculty on Tenure-Track Appointment:** Second year of service contract renewal recommendations are due to the Provost Office.
- November 01** **Faculty Contracts (Part-time and Semester):** Colleges and Deans’ offices begin entering course assignments/contracts in Colleague for the Spring 2026 semester. Deans’ offices will submit to the Provost Office a listing of contracts and pending course assignments entered into Colleague along with appropriate general ledger accounts.
- November 05** **Promotion and Tenure:** Deans’ Offices will submit to the Provost Office a listing of all promotion and/or tenure applications received by the College Rank and Tenure Committee.
- November 17** **Phased Retirements:** Deadline for faculty to apply for phased retirement program for 2026-2027 academic year.
- November 17** **Sabbatical and Academic Leave:** Applications and Deans recommendations are due to Provost Office.
- November 17** **Non – renewal of Contracts for Non-tenured faculty on tenure-track appointment:** Provost sends official notice of non-renewal to faculty member(s) in **second-year** of service where applicable.
- November 17** **Budget Planning:** City College will confirm that J-term course budget is approved by Finance and Provost Office.

December 2025

- December 01** **Faculty Contracts (Part-time and Semester):** Provost Office will begin issuing contracts for part-time and semester faculty members for the Spring 2026 semester.
- December 16** **Sabbatical and Academic Leave:** Provost notifies faculty members of sabbatical and academic leave decisions.
- December 17** **Phased Retirements:** Provost will inform faculty that applied for the phased retirement program the status of their application.

January 2026

- January 1** **Promotion and Tenure:** College Rank and Tenure Committee's tenure and promotion recommendations are due to the Deans and to candidates. (*Faculty Handbook mandate*)
- January 31** **Endowed Professorships:** In consultation with deans, the Provost Office identifies upcoming endowed professorship term expirations.
- January 31** **Emeritus Status:** College Rank and Tenure Committees recommendations regarding emeritus status is due to the Deans and candidates. (*Faculty Handbook mandate*)

February 2026

- February 02** **Budget Planning:** Provost Office provides Deans' Offices a listing of stipends issued during the academic year for review and verification.
- February 02** **Renewal of Contracts for Non-tenured faculty on tenure-track appointment:** First-year of service and second round of Second-year of service faculty contract renewal recommendations are due to the Provost Office.
- February 06** **Budget Planning:** Deans' Offices submit fiscal year 2026-2027 staff salaries listing, Ordinary/Non-Tenure Track faculty salaries listing and stipend listing along with appropriate general ledger accounts, including request for replacement and new hire positions to the Provost Office and Financial Affairs.
- February 13** **Promotion and Tenure:** Deans' recommendations on tenure and promotion are due to the Provost Office. Deans will send their recommendation letter along with the CRTC recommendation letter and all related application materials. (*Faculty Handbook mandate – February 15*). **The deadline has been changed due to the Mardi Gras break.**
- February 13** **Emeritus Status:** Deans' recommendations on granting emeritus status are due to the Provost Office. (*Faculty Handbook mandate – February 15*). **The deadline has been changed due to the Mardi Gras break.**
- February 13** **Non – renewal of Contracts for Non-tenured faculty on tenure-track appointment:** Provost sends official notice of non-renewal to faculty member(s) in first-year of service where applicable.
- February 23** **Faculty Contracts (Ordinary):** Deans' offices begin preparing and submitting contracts on NeoEd contract templates for returning fulltime faculty members for AY 2026-2027.
- February 27** **Promotion and Tenure Eligibility Notifications:** Provost notifies Deans of those faculty members who will be in their first year of eligibility for promotion in rank in AY 2026-2027, and those faculty members who are to be considered for tenure in the AY 2026-2027. Deans are to notify eligible faculty immediately. (*Faculty Handbook mandate – March 1*)

March 2026

- March 02** **Renewal of Contracts for Non-tenured faculty on tenure-track appointment:** Deans' recommendations on Third and Subsequent years of service faculty contract renewal recommendations are due to the Provost Office.
- March 09** **Faculty Contracts (Ordinary):** Provost Office will begin issuing contracts via NeoGov e-Forms for AY 2026-2027 to returning ordinary faculty members. The contractual date to ordinary faculty is normally on or before March 15th. (*Faculty Handbook mandate*)
- March 17** **Budget Planning:** City College will confirm that Summer 2026 course budget is approved by Finance and Provost Office.

April 2026

- April 01** **Promotion and Tenure:** Provost's decisions on tenure and promotion applications are due to candidates. (*Faculty Handbook mandate*)
- April 01** **Non – renewal of Contracts for Non-tenured faculty on tenure-track appointment:** Provost sends official notice of non-renewal to faculty member(s) in **third** and **subsequent** years of service where applicable.
- April 13** **Faculty Contracts (Non-Tenure Track):** Deans' offices begin preparing and submitting contracts for returning non-tenure track faculty members for AY 2026-2027.
- April 21** **Faculty Contracts (Summer):** City College, in consultation with the colleges, will begin entering course assignments/contracts in Colleague for the Summer 2026 contracts.
- April 21** **Budget Planning:** Deans' Offices submit fiscal year 2026-2027 budget requests for adjuncts and course over loads to the Provost Office and Financial Affairs.

May 2026

- May 01** **Promotion and Tenure:** Deadline for submitting appeals for denial of promotion and/or tenure to URTC. (*Faculty Handbook mandate*)
- May 01** **Endowed Chairs and Professorships:** Provost notifies deans and faculty that annual stewardship reports for FY26 are due on August 1.
- May 11** **Faculty Contracts (Non-Tenure Track):** Provost Office will begin issuing contracts via NeoGov e-Forms for AY 2026-2027 to returning non-tenure track faculty members. The contractual date to non-tenure track faculty is normally on or before May 15th. (*Faculty Handbook mandate*)
- May 15** **Resignations**
Deadline for Deans to notify the Provost Office of faculty resignations effective at the end of the current contract period letter. (*Faculty Handbook mandate*). Termination pnfs for faculty not returning in AY 2026-2027 due to Human Resources/Payroll.
- May 15** **Retirement:** Faculty retirement notices, for those retiring at the end of the academic year 2027-2028, are due to the Provost Office. (*Faculty Handbook mandate*)
- May 18** **Budget Planning:** Deans' Offices submit to the Provost Office and Financial Affairs updated listing of stipends for fiscal year 2026-2027.

June 2026

- June 01** **Faculty Contracts (New Hires):** Provost Office will begin approving/issuing AY 2026-2027 contracts to newly hired faculty members (ordinary and non-tenure track).
- June 01** **Endowed Professorships and Chairs:** Deans shall notify Provost Office of faculty selected for endowed professorship positions and those that are to be invested at the Fall 2026 investiture ceremony.
- June 01** **Faculty Contracts (Stipends):** Deans' offices prepare and submit stipend contract templates and pay assignment upload templates for FY 2026-2027. Please note position descriptions must accompany all new stipend contract requests.
- June 15** **Faculty Contracts (Stipends):** Provost Office will begin approving/issuing contracts for stipend contracts to faculty members.
- June 20** **Faculty Contracts (Part-time, Semester):** Colleges and Deans' offices begin entering course assignments/contracts in Colleague for the Fall 2026 semester. Deans' offices will submit to the Provost Office a listing of contracts and pending course assignments entered into Colleague along with appropriate general ledger accounts.
- June 30** **Promotion and Tenure:** URTC recommendations regarding denial of tenure appeals due to the President. (*Faculty Handbook mandate*)

July 2026

- July 20** **Faculty Contracts (Part-time, Semester):** Provost Office will begin approving/issuing contracts for part-time and semester faculty members for the Fall 2026 semester.
- July 31** **Promotion and Tenure:** Deadline for the President to respond to the URTC recommendations on tenure appeals. (*Faculty Handbook mandate*)