

Calendar Year Schedule of Faculty Employment Processes AY 2026-2027

August 2026

- August 03** **Faculty Outside Employment:** Provost sends a notice to faculty to submit “Faculty Request to Conduct Outside Employment” forms to deans no later than August 21.
- August 03** **Endowed Chairs and Professorships:** Provost notifies deans and faculty that annual stewardship reports for FY26 are due on August 15.
- August 15** **Endowed Chairs and Professorships:** Annual stewardship reports (FY26) are due to the Provost’s Office and Institutional Advancement for all Endowed Professorship and Endowed Chair holders.
- August 28** **Faculty Outside Employment:** Deans’ Office will submit Faculty Request to Conduct Outside Employment forms to the Provost’s Office for consideration and approval.

September 2026

- September 15** **Faculty Hires (Replacement and New) -** Requests for AY 27/28 full-time hires (replacement and new) are due to the Provost’s Office. Deans shall work with Chairs to develop and submit proposals based on the Faculty Hire Request form.

October 2026

- October 15** **Phased Retirement:** Provost’s Office sends a notice to the deans and eligible faculty of their eligibility to elect to participate in the phased retirement program effective AY 2027-2028.
- October 31** **Sabbatical Leave:** Sabbatical leave reports on the results of the project undertaken during sabbatical leave in AY 2025-2026 are due to the Provost’s Office. (***Faculty Handbook*** mandate)

November 2026

- 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** **Tenure Track Faculty Contract Renewal recommendations:** First contract renewal recommendations for **second-year** of service are due to the Provost’s Office.
- November 01** **Faculty Contracts (Part-time and Semester):** Colleges and Deans’ offices begin entering course assignments/contracts in Colleague for the Spring 2027 semester. Deans’ offices will submit to the Provost’s Office a listing of contracts and pending course assignments entered into Colleague along with appropriate general ledger accounts.
- November 06** **Promotion and Tenure:** Deans’ Offices will submit to the Provost’s Office a listing of all promotion and/or tenure applications received by the College Rank and Tenure Committee.
- November 16** **Phased Retirements:** Deadline for faculty to apply for phased retirement program for 2027-2028 academic year.
- November 16** **Sabbatical and Academic Leave:** Applications and Deans recommendations are due to Provost Office.
- November 16** **Tenure Track Contract non-renewal notices:** Provost sends official notice of non-renewal to faculty member(s) in **second-year** of service where applicable.

November 16 **Budget Planning:** City College will confirm that J-term course budget is approved by Finance and Provost's Office.

November 30 **Non Tenure-Track Multi-Year Faculty Contract Renewal Recommendations:** Deans recommendations on renewal of multi-year appointments for non tenure-track faculty are due to the Provost's Office.

December 2026

December 07 **Faculty Contracts (Part-time and Semester):** Provost's Office will begin issuing contracts for part-time and semester faculty members for the Spring 2027 semester.

December 15 **Non Tenure-Track Contract non-renewal notices - multi-year contracts:** Provost sends official notice of non-renewal to non tenure-track faculty member(s) on multi-year contracts where applicable. (*Faculty Handbook mandate*)

December 15 **Sabbatical and Academic Leave:** Provost notifies faculty members of sabbatical and academic leave decisions.

December 15 **Phased Retirements:** Provost will inform faculty that applied for the phased retirement program the status of their application.

January 2027

January 01 **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 29 **Endowed Professorships:** In consultation with deans, the Provost's Office identifies upcoming endowed professorship term expirations.

January 29 **Emeritus Status:** College Rank and Tenure Committees recommendations regarding emeritus status is due to the Deans and candidates. (*Faculty Handbook mandate*)

February 2027

February 01 **Budget Planning:** Provost's Office provides Deans' Offices a listing of stipends issued during the academic year for review and verification.

February 01 **Tenure Track Faculty Contract Renewal recommendations:** **First-year** of service contract renewal recommendations and second contract renewal recommendations for **second-year** of service are due to the Provost's Office.

February 05 **Budget Planning:** Deans' Offices submit fiscal year 2027-2028 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's Office and Financial Affairs.

February 15 **Promotion and Tenure:** Deans' recommendations on tenure and promotion are due to the Provost's Office. Deans will send their recommendation letter along with the CRTC recommendation letter and all related application materials. (*Faculty Handbook mandate*)

February 15 **Emeritus Status:** Deans' recommendations on granting emeritus status are due to the Provost's Office. (*Faculty Handbook mandate*)

February 15 **Tenure Track Contract Non-renewal notices:** Provost sends official notice of non-renewal to faculty member(s) in first-year of service where applicable.

February 22 **Faculty Contracts (Ordinary):** Deans' offices begin preparing and submitting contracts on NeoEd contract templates for returning fulltime faculty members for AY 2027-2028.

March 2027

March 01 **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 2027-2028, and those faculty members who are to be considered for tenure in the AY 2027-2028. Deans are to notify eligible faculty immediately. (**Faculty Handbook mandate**)

March 01 **Tenure Track Faculty Contract Renewal recommendations:** Deans' recommendations on Third and Subsequent years of service contract renewal recommendations are due to the Provost's Office.

March 11 **Faculty Contracts (Ordinary):** Provost's Office will begin issuing contracts via NeoGov e-Forms for AY 2027-2028 to returning ordinary faculty members. The contractual date to ordinary faculty is normally on or before March 15th. (**Faculty Handbook mandate**)

March 12 **Tenure Track Contract Non-renewal notices:** Provost sends official notice of non-renewal to faculty member(s) in **third** and **subsequent** years of service where applicable.

March 17 **Budget Planning:** City College will confirm that Summer 2027 course budget is approved by Finance and Provost's Office.

April 2027

April 01 **Promotion and Tenure:** Provost's decisions on tenure and promotion applications are due to candidates. (**Faculty Handbook mandate**)

April 12 **Faculty Contracts (Non Tenure-Track):** Deans' offices begin preparing and submitting contracts for returning non tenure-track faculty members for AY 2027-2028.

April 15 **Endowed Chairs and Professorships:** Provost notifies deans and faculty that annual stewardship reports for FY27 are due on August 15.

April 19 **Faculty Contracts (Summer):** City College, in consultation with the colleges, will begin entering course assignments/contracts in Colleague for the Summer 2027 contracts.

April 19 **Budget Planning:** Deans' Offices submit fiscal year 2027-2028 budget requests for adjuncts and course over loads to the Provost's Office and Financial Affairs.

May 2027

May 01 **Promotion and Tenure:** Deadline for submitting appeals for denial of promotion and/or tenure to URTC. (**Faculty Handbook mandate**)

May 12 **Faculty Contracts (Non Tenure-Track):** Provost's Office will begin issuing contracts via NeoGov e-Forms for AY 2027-2028 to returning non-tenure track faculty members. The contractual date to non-tenure track faculty is normally on or before May 15. (**Faculty Handbook mandate**)

- May 14** **Resignations:** Deadline for Deans to notify the Provost's 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 2027-2028 due to Human Resources/Payroll.
- May 14** **Retirement:** Faculty retirement notices, for those retiring at the end of the academic year 2027-2028, are due to the Provost's Office. (***Faculty Handbook mandate***)
- May 24** **Budget Planning:** Deans' Offices submit to the Provost's Office and Financial Affairs updated listing of stipends for fiscal year 2027-2028.

June 2027

- June 01** **Endowed Professorships and Chairs:** Deans shall notify Provost's Office of faculty selected for endowed professorship positions and those that are to be invested at the AY 2027-2028 investiture ceremony.
- June 07** **Faculty Contracts (New Hires):** Provost's Office will begin approving/issuing AY 2027-2028 contracts to newly hired faculty members (ordinary and non tenure-track).
- June 14** **Faculty Contracts (Stipends):** Deans' offices prepare and submit stipend contract templates and pay assignment general ledger accounts for FY 2027-2028. Please note position descriptions must accompany all new stipend contract requests. **Deadline to submit stipend templates to the Provost's Office is June 21.**
- June 30** **Promotion and Tenure:** URTC recommendations regarding denial of tenure appeals due to the President. (***Faculty Handbook mandate***)

July 2027

- July 05** **Faculty Contracts (Part-time, Semester):** Colleges and Deans' offices begin entering course assignments/contracts in Colleague for the Fall 2027 semester. Deans' offices will submit to the Provost's Office a listing of contracts and pending course assignments entered into Colleague along with appropriate general ledger accounts.
- July 05** **Faculty Contracts (Stipends):** Provost's Office will begin approving/issuing contracts for stipend contracts to faculty members.
- July 19** **Faculty Contracts (Part-time, Semester):** Provost's Office will begin approving/issuing contracts for part-time and semester faculty members for the Fall 2027 semester.
- July 31** **Promotion and Tenure:** Deadline for the President to respond to the URTC recommendations on tenure appeals. (***Faculty Handbook mandate***)