

2021-2022

Brooklyn College Administrative Calendar

July

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August

- 4 Course Materials Posting Deadline (Fall 2021)
- 20 Last day to notify HRS about adjunct offer withdrawals due to low enrollment (Fall 2021 appointments)
- 24 Multiple Position Report Deadline (Fall 2021)
- 25 Fall Classes Begin
- New Chairs Orientation, Session 1
10 a.m.–Noon
- 26 Information Technology Orientation for All Faculty
12:30–2 p.m.
- 27 Orientation for All Appointments Committees
10:30 a.m.–1 p.m.
- 31 Department Chairs Lunch
12:15 p.m.

September

- 1 New Chairs Orientation, Session 2
10 a.m.–Noon
- 2 Dean/Chairs Meeting
12:15 p.m.
- 3 No Classes Scheduled – Campus Open
- 4 No Classes Scheduled – Campus Open
- 5 No Classes Scheduled – Campus Open
- 6 College Closed
- 7 No Classes Scheduled – Campus Open
- 8 No Classes Scheduled – Campus Open
- 9 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- CAP/P&B
2:15 p.m.
- 10 Workload Phase 1 Deadline (Fall 2021)
- 13 New Chairs Orientation, Session 3
10 a.m.–Noon
- 14 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- Verification of Enrollment (VOE) Rosters Due (Fall 2021)

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- 15 No Classes Scheduled – Campus Open
- 16 No Classes Scheduled – Campus Open
- 22 New Chairs Orientation, Session 4
10 a.m.–Noon
- 23 Provost's Academic Affairs Administrative Meeting
12:30–2 p.m.
- 29 New Chairs Orientation, Session 5
10 a.m.–Noon
- 30 All School Meetings
12:15 p.m.

October

- 1 All Fellowship Leave Applications – Candidate Deadline
(Submit to Department Chair)
- 5 Department Chairs Lunch
12:15 p.m.
- 6 New Chairs Orientation, Session 6
10 a.m.–Noon
- Policy Council
5 p.m.
- 7 Dean/Chairs Meeting
12:15 p.m.
- 8 Workload Phase 2 Deadline (Fall 2021)
- 11 College Closed
- 12 Stated Meeting of the Faculty
12:30 p.m.
- 13 New Chairs Orientation, Session 7
10 a.m.–Noon
- Notification of Eligibility for Promotion to Associate Professor or Chief/Senior CLT (By this date, the 2023 calendars will be available on the [Reappointment, Promotion and Tenure/CCE page](#) of the APFA website.)
- 14 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- CAP/P&B
2:15 p.m.
- Deadline to Submit Faculty and CLT Annual Reappointment Ballots and Files (Second and Later Annual Reappointments)
- 15 All Fellowship Leave Applications – Chair Deadline
(Submit to Human Resource Services)
- HRS makes available list of adjuncts eligible for Spring 2022 reappointments

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19 Department Meetings
12:15 p.m.

Faculty Council Meeting
3:15 p.m.

20 New Chairs Orientation, Session 8
10 a.m.–Noon

26 College-wide P&T Meeting
Noon–5 p.m.

28 College-wide P&T Meeting
2:15 p.m., if needed

29 By this date, Dept Appointments Committee completes review and makes recommendations for adjunct reappointments and non-reappointments (1-semester Spring appointments)

November

1 Black Solidarity Day – No Special Events/Exams
Scholar Incentive Leave Deadline (Spring 2022)

2 Department Chairs Lunch
12:15 p.m.
Election Day

3 Policy Council
5 p.m.

4 Dean/Chairs Meeting
12:15 p.m.

8 Deadline to submit reappointment/non-reappointment list to HRS to meet the contractual notification deadline (Spring 2022 appointments)

10 Teaching Observation Deadline (Fall 2020)

11 Interdisciplinary Program Directors Meeting
12:30–2 p.m.

CAP/P&B
2:15 p.m.

16 Department Meetings
12:15 p.m.

Faculty Council Meeting
3:15 p.m.

23 Department Chairs Lunch
12:15 p.m.

BC Feedback (Student Evaluation) Begins

Deadline to upload Winter 2022 adjunct workload forms and new hire packets to HRS

25 College Closed

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- 26 College Closed
- 27 No Classes Scheduled – Campus Open
- 28 No Classes Scheduled – Campus Open
- 30 Dean/Chairs Meeting
12:15 p.m.

December

- 1 Last day for HRS to send reappointment and non-reappointment letters to adjuncts (Spring 2022 appointments)
- 2 CAP/P&B
2:15 p.m.
- 7 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- 8 Policy Council
5 p.m.
- 13 Course Materials Posting Deadline (Winter 2022)
- Last Day of Undergraduate Classes
- 14 Reading Day
- 15 Final Examinations Begin
- 21 Final Exams and Fall Term End
- 22 BC Feedback (Student Evaluation) Ends
- 24 College Closed
- 25 College Closed
- 27 Grade Submission Deadline (CUNYfirst) for Fall 2021
- 31 College Closed

January

- 1 College Closed
- 3 Winter Intersession Begins
- 5 Verification of Enrollment (VOE) Rosters Due (Winter 2022)
- 6 CAP/P&B
2:15 p.m., if needed
- 7 Course Materials Posting Deadline (Spring 2022)
- 10 Candidate's Response Deadline – Consideration for Promotion to Associate Professor or Chief/Senior CLT
(See [Reappointment, Promotion and Tenure/CCE page](#) of the APFA website.)

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- 17 College Closed
- 21 Last day to notify HRS about adjunct offer withdrawals due to low enrollment (Spring 2022 appointments)
- 24 Final Exams and Winter Intersession End
- 27 Grade Submission Deadline (CUNYfirst) for Winter 2022
Multiple Position Report Deadline (Spring 2022)
- 28 Spring Classes Begin

February

- 1 Department Chairs Lunch
12:15 p.m.
- 3 Dean/Chairs Meeting
12:15 p.m.
- 8 Conversion Day – Classes follow a Friday schedule (update)
- 10 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
CAP/P&B
2:15 p.m.
- 11 College Closed (update, no Friday classes)
Workload Phase 1 Deadline (Spring 2022)
- 12 College Closed
- 13 No Classes Scheduled – Campus Open
- 15 Department Meetings
12:15 p.m.
Faculty Council Meeting
3:15 p.m.
- 16 Deadline to Submit Faculty and CLT Annual Reappointment Ballots and Files 2021 Hires (First Reappointment)
- 17 Provost's Academic Affairs Administrative Meeting
12:30–2 p.m.
Verification of Enrollment (VOE) Rosters Due (Spring 2022)
- 21 College Closed
- 23 Policy Council
5 p.m.
- 24 All School Meetings
12:15 p.m.

January

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- 28 HEO-series Staff Annual Evaluation Deadline
(Evaluation Period: January 1–December 31, 2020)
- HRS makes available list of adjuncts eligible for 1-year and 3-year appointments beginning Fall 2022

March

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- 1 Department Chairs Lunch
12:15 p.m.
- Faculty and CLT Annual Evaluation Conference Scheduling Deadline
- Scholar Incentive Leave Deadline (Fall 2022)

- 3 Dean/Chairs Meeting
12:15 p.m.

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- 8 Stated Meeting of the Faculty
12:30 p.m.
- 10 CAP/P&B
2:15 p.m.
- 11 Workload Phase 2 Deadline (Spring 2022)
- Deadline to Submit Research Assistant/Associate Annual Reappointment Ballots and Files, plus January 2021 Faculty and CLT Hires

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- 15 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- Notification of Eligibility for Promotion to Full Professor
(By this date, the 2023 calendars will be available on the [Reappointment, Promotion and Tenure/CCE page](#) of the APFA website.)

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- 18 Promotion and Tenure/CCE Workshop for All Pre-tenure Faculty
10 a.m.–3 p.m.

- 22 Department Chairs Lunch
12:15 p.m.

- 23 Policy Council
5 p.m.

- 24 Dean/Chairs Meeting
12:15 p.m.

- 31 Interdisciplinary Program Directors Meeting
12:30–2 p.m.

CAP/P&B
2:15 p.m.

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2021-2022

Brooklyn College Administrative Calendar

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April

- 5 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- 7 College-wide P&T Meeting
Noon–5 p.m.
- 11 Teaching Observation Deadline (Spring 2022)
- 12 Department Chairs Lunch
12:15 p.m.
- 13 By this date, Dept Appointments Committee completes review and makes recommendations for adjunct reappointments and non-reappointments (1-semester Fall 2022 appts, 1-year AY 2022-23 appts, and 3-year AY 2022-23 to AY 2024-25 appts)
- 14 Dean/Chairs Meeting
12:15 p.m.
- 15 Spring Recess Begins – Campus Open
- 22 Last Day of Spring Recess
- 23 Classes Resume
- 25 Deadline to submit reappointment/non-reappointment list to HRS to meet the contractual notification deadline (Appointments beginning Fall 2022)
- 26 BC Feedback (Student Evaluation) Begins
- 27 Policy Council
5 p.m.
- Administrative Professionals' Day
- 28 CAP/P&B
2:15 p.m.
- 30 Classified Staff Annual Evaluation Deadline
(Evaluation Period: April 1, 2020–March 31, 2021)

May

- 2 Triennial Election Week Begins
- 3 Department Meetings
12:15 p.m.
- 5 Provost's Academic Affairs Administrative Meeting
12:30–2 p.m.
- 6 Triennial Election Week Ends
- Deadline to upload Summer 2022 adjunct workload forms and new hire packets

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2021-2022

Brooklyn College Administrative Calendar

July						
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- 10 Faculty Council Meeting
3:15 p.m.
- 11 Course Materials Posting Deadline (Summer 2022)
- 12 Faculty Council Meeting
3:15 p.m., if needed
- 13 School P&T Review Committees Charge Meeting
10:30 a.m.–1 p.m.
- Last day for HRS to send reappointment and non-reappointment letters to adjuncts (Fall 2022 appointments)
- 16 Candidate's Response Deadline – Consideration for Promotion to Full Professor (See [Reappointment, Promotion and Tenure/CCE page](#) of the APFA website.)
- 17 ~~Reading Day~~ Tuesday Classes (update)
- Last Day of Undergraduate Classes
- 18 25th Annual Faculty Day Conference & Awards Ceremony
(Visit www.brooklyn.cuny.edu/facultyday for more info)
- Final Examinations Begin
- 20 Summer Administration Appointment Forms Deadline
- 23 Multiple Position Report Deadline (Summer 2022)
- 24 Final Exams and Spring Term End
- 25 New Chairs Kickstart Orientation
1–2:30 p.m.
- BC Feedback (Student Evaluation) Ends
- 27 Grade Submission Deadline (CUNYfirst) for Spring 2022
- 30 College Closed
- 31 Commencement Day (update)

June

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