

2022-2023

Brooklyn College Administrative Calendar

July 2022

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August 2022

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November 2022

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December 2022

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August

- 4 Course Materials Posting Deadline (Fall 2022)
- 19 Last day to notify HRS about offer withdrawals due to low enrollment (Fall 2022 appointments)
- 23 New Faculty Welcome & Orientation
- 24 Multiple Position Report Deadline (Fall 2022)
- 25 Fall Classes Begin
- 26 Orientation for All Appointments Committees
10:30 a.m.–1 p.m.
- 30 Department Chairs Lunch
12:15 p.m.
- Information Technology Orientation for All Faculty
12:30–2 p.m.
- 31 New Chairs Orientation, Session 1
10 a.m.–Noon

September

- 1 Dean/Chairs Meeting
12:15 p.m.
- 2 No Classes Scheduled – Campus Open
- 3 No Classes Scheduled – Campus Open
- 4 No Classes Scheduled – Campus Open
- 5 College Closed
- 7 New Chairs Orientation, Session 2
10 a.m.–Noon
- 8 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- CAP/P&B
2:15 p.m.
- 9 Workload Phase 1 Deadline (Fall 2022)
- 13 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.

January 2023

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2022-2023

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- 14 New Chairs Orientation, Session 3
10 a.m.–Noon
- Verification of Enrollment (VOE) Rosters Due (Fall 2022)
- 15 All School Meetings
12:15 p.m.
- 20 Provost's Academic Affairs Administrative Meeting
12:30–2 p.m.
- 21 New Chairs Orientation, Session 4
10 a.m.–Noon
- Policy Council
5 p.m.
- 22 New Faculty Workshop Series, Session 1
12:30–2 p.m.
- 26 No Classes Scheduled – Campus Open
- 27 No Classes Scheduled – Campus Open
- 28 New Chairs Orientation, Session 5
10 a.m.–Noon
- 29 Conversion Day – Classes Follow a Monday Schedule

October

- 1 All Fellowship Leave Applications – Candidate Deadline
(Submit to Department Chair)
- 4 No Classes Scheduled – Campus Open
- 5 No Classes Scheduled – Campus Open
- 6 Stated Meeting of the Faculty
12:30 p.m.
- 7 Workload Phase 2 Deadline (Fall 2022)
- 10 College Closed
- 11 Department Chairs Lunch
12:15 p.m.
- 12 New Chairs Orientation, Session 6
10 a.m.–Noon
- Notification of Eligibility for Promotion to Associate Professor or Chief/Senior CLT
(By this date, the 2024 calendars will be available on the [Reappointment, Promotion and Tenure/CCE](#) webpage.)

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2022-2023

Brooklyn College Administrative Calendar

July 2022

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August 2022

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September 2022

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November 2022

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

Deadline to Submit Faculty and CLT Annual Reappointment Ballots and Files (*Second and Later Annual Reappointments*)

14 HRS makes available list of Adjuncts eligible for Spring 2023 reappointments

15 All Fellowship Leave Applications – Chair Deadline
(Submit to Human Resource Services)

19 New Chairs Orientation, Session 7
10 a.m.–Noon

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

New Faculty Workshop Series, Session 2
12:30–2 p.m.

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

25 Department Meetings
12:15 p.m.

Faculty Council Meeting
3:15 p.m.

27 Department Chairs Lunch
12:15 p.m.

28 By this date, Department Appointments Committee completes review, makes recommendations for Adjunct reappointments and non-reappointments (1-semester Spring appointments)

November

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

Scholar Incentive Leave Deadline (Spring 2023)

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

Policy Council
5 p.m.

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

7 Black Solidarity Day – No Special Events/Exams

Deadline to submit Adjunct reappointment/non-reappointment list to HRS to meet the contractual notification deadline (Spring 2023 appointments)

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2022-2023

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August 2022

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- 8 Dean/Chairs Meeting
12:15 p.m.
- Election Day
- 9 Teaching Observation Deadline (Fall 2022)
- 10 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- New Faculty Workshop Series, Session 3
12:30–2 p.m.
- CAP/P&B
2:15 p.m.
- 15 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- 17 Provost's Academic Affairs Administrative Meeting
12:30–2 p.m.
- 21 Deadline to upload Winter 2023 Adjunct workload forms and new hire packets to HRS
- 22 BC Feedback (Student Evaluation) Begins
- 24 College Closed
- 25 College Closed
- 26 No Classes Scheduled – Campus Open
- 27 No Classes Scheduled – Campus Open
- 29 Department Chairs Lunch
12:15 p.m.
- 30 Policy Council
5 p.m.

December

- 1 Dean/Chairs Meeting
12:15 p.m.
- Last day for HRS to send reappointment and non-reappointment letters to Adjuncts (Spring 2023 appointments)
- 8 New Faculty Workshop Series, Session 4
12:30–2 p.m.
- CAP/P&B
2:15 p.m.

January 2023

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- 13 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- Last Day of Undergraduate Classes
- Course Materials Posting Deadline (Winter 2023)
- 14 Reading Day
- 15 Final Examinations Begin
- 21 Final Exams and Fall Term End
- BC Feedback (Student Evaluation) Ends
- 23 College Closed
- 26 College Closed
- 27 Grade Submission Deadline (CUNYfirst) for Fall 2022
- 30 College Closed

January

- 3 Winter Intersession Begins
- 4 Course Materials Posting Deadline (Spring 2023)
- 5 Verification of Enrollment (VOE) Rosters Due (Winter 2023)
- CAP/P&B (if needed)
2:15 p.m., if needed
- 10 Candidate's Response Deadline – Consideration for Promotion to Associate Professor or Chief/Senior CLT
(See [Reappointment, Promotion and Tenure/CCE](#) webpage.)
- 16 College Closed
- 20 Last day to notify HRS about offer withdrawals due to low enrollment (Spring 2023 appointments)
- 23 Multiple Position Report Deadline (Spring 2023)
- 24 Department Chairs Lunch
12:15 p.m.
- Final Exams and Winter Intersession End
- 25 Spring Classes Begin

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- 26 Dean/Chairs Meeting
12:15 p.m.
- 27 Grade Submission Deadline (CUNYfirst) for Winter 2023

February

- 2 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- CAP/P&B
2:15 p.m.
- 7 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- 9 All School Meetings
12:15 p.m.
- 10 Workload Phase 1 Deadline (Spring 2023)
- 12 No Classes Scheduled – Campus Open
- 13 College Closed
- 14 Provost's Academic Affairs Administrative Meeting
12:30–2 p.m.
- Verification of Enrollment (VOE) Rosters Due (Spring 2023)
- 15 Deadline to Submit Faculty and CLT Annual Reappointment Ballots and Files 2022 Hires (First Reappointment)
- 16 Department Chairs Lunch
12:15 p.m.
- 20 College Closed
- 21 Conversion Day – Classes Follow a Monday Schedule
- 22 Policy Council
5 p.m.
- 23 Dean/Chairs Meeting
12:15 p.m.
- 27 HRS makes available list of Adjuncts eligible for 1-year and 3-year appointments beginning Fall 2023
- 28 HEO-series Staff Annual Evaluation Deadline
(Evaluation Period: January 1–December 31, 2022)

January 2023						
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2022-2023

Brooklyn College Administrative Calendar

July 2022

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March

- 1 Faculty and CLT Annual Evaluation Conference Scheduling Deadline

Scholar Incentive Leave Deadline (Fall 2023)
- 2 Interdisciplinary Program Directors Meeting
12:30–2 p.m.

CAP/P&B
2:15 p.m.
- 7 Department Meetings
12:15 p.m.

Faculty Council Meeting
3:15 p.m.
- 10 Deadline to Submit Research Assistant/Associate Annual Reappointment Ballots and Files, plus January 2022 Faculty and CLT Hires

Workload Phase 2 Deadline (Spring 2023)
- 14 Department Chairs Lunch
12:15 p.m.

Notification of Eligibility for Promotion to Full Professor (By this date, the 2024 calendars will be available on the [Reappointment, Promotion and Tenure/CCE](#) webpage.)
- 16 Dean/Chairs Meeting
12:15 p.m.
- 21 Stated Meeting of the Faculty
12:30 p.m.
- 23 CAP/P&B
2:15 p.m.
- 24 Promotion and Tenure/CCE Workshop for All Pre-tenure Faculty
10 a.m.–3 p.m.
- 28 Department Meetings
12:15 p.m.

Faculty Council Meeting
3:15 p.m.
- 29 Policy Council
5 p.m.

January 2023

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2022-2023

Brooklyn College Administrative Calendar

July 2022

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April

- 4 College-wide P&T Meeting
Noon–5 p.m.
- 5 Spring Recess Begins – Campus Open
- 12 By this date, Department Appointments Committee completes review, makes recommendations for Adjunct reappointments and non-reappointments (1-semester Fall 2023 appts, 1-year AY 2023-24 appts, and 3-year AY 2023-24 to AY 2025-26 appts)
- 13 Last Day of Spring Recess
- 14 Classes Resume
- 18 Department Chairs Lunch
12:15 p.m.
- Teaching Observation Deadline (Spring 2023)
- 20 Dean/Chairs Meeting
12:15 p.m.
- 24 Deadline to submit Adjunct reappointment/non-reappointment list to HRS to meet the contractual notification deadline (Appointments beginning Fall 2023)
- 25 BC Feedback (Student Evaluation) Begins
- 26 Policy Council
5 p.m.
- Administrative Professionals' Day
- 27 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- CAP/P&B
2:15 p.m.

May

- 1 Triennial Election Week Begins
- 2 Department Meetings
12:15 p.m.
- 4 Provost's Academic Affairs Administrative Meeting
12:30–2 p.m.
- 5 Triennial Election Week Ends
- Deadline to upload Summer 2023 Adjunct workload forms and new hire packets

January 2023

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2022-2023

Brooklyn College Administrative Calendar

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- 9 Faculty Council Meeting
3:15 p.m.
- 10 Course Materials Posting Deadline (Summer 2023)
- 11 Faculty Council Meeting
3:15 p.m., if needed
- 12 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 2023 appointments)
- Reading Day
- 13 Reading Day
- 15 Candidate's Response Deadline – Consideration for Promotion to Full Professor
(See [Reappointment, Promotion and Tenure/CCE](#) webpage.)
- 16 Last Day of Undergraduate Classes
- 17 26th Annual Faculty Day Conference & Awards Ceremony
(Visit www.brooklyn.cuny.edu/facultyday for more info.)
Final Examinations Begin
- 19 Summer Administration Appointment Forms Deadline
- 22 Multiple Position Report Deadline (Summer 2023)
- 23 Final Exams and Spring Term End
- 24 New Chairs Kick-start Orientation
1–2:30 p.m.
BC Feedback (Student Evaluation) Ends
- 26 Grade Submission Deadline (CUNYfirst) for Spring 2023
- 29 College Closed
- 30 Classified Staff Annual Evaluation Deadline
(Evaluation Period: April 1, 2022–March 31, 2023)

June

- 1 Commencement Day (on or before this date)

January 2023

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