

# 2018-2019

## BROOKLYN COLLEGE ADMINISTRATIVE CALENDAR

### AUGUST

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### SEPTEMBER

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### OCTOBER

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### NOVEMBER

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### JANUARY

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### AUGUST

- 22 New Faculty Orientation
- 23 Center for Teaching Workshop for New Faculty
- 27 Fall Classes Begin
- 28 Chairpersons' Luncheon (12:15 pm, Georgian Room)
- 31 Informational Meeting for All Appointments Committees (10:30 am-12:30 pm)

### SEPTEMBER

- 1 No Classes Scheduled
- 2 No Classes Scheduled
- 3 Labor Day; College Closed
- 4 CAP/P&B (2:15 pm, Gold Room, Student Center)
- 5 Conversion Day; Classes follow a Monday Schedule  
New Chairs Orientation Session 1 (12:30-2:45 pm, Learning Center)
- 7 Deadline Multiple Position Report Submitted Online
- 8 First Day of Weekend Classes
- 10 No Classes Scheduled
- 11 No Classes Scheduled
- 12 New Chairs Orientation Session 2 (12:30-2:45 pm, Learning Center)
- 13 Department Meetings (12:15 pm)  
Faculty Council Meeting (3:15 pm, Tanger Auditorium)
- 14 Deadline Workload Phase 1
- 18 No Classes Scheduled
- 19 No Classes Scheduled

### FEBRUARY

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### JUNE

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- 20 Chairpersons' Luncheon (12:15 pm, Georgian Room)
- 26 New Chairs Orientation Session 3 (12:30-2:45 pm, Learning Center)  
Policy Council (5:00 pm)
- 27 Deans/Chairpersons Meeting (12:15 pm)

### OCTOBER

- 1 Deadline All Fellowship Leave Applications to Chairperson
- 3 New Chairs Orientation Session 4 (12:30-2:45 pm, Learning Center)
- 4 CAP/P&B (2:15 pm, Gold Room, Student Center)
- 8 Columbus Day; College Closed
- 9 Department Meetings (12:15 pm)  
Faculty Council Meeting (3:15 pm, Tanger Auditorium)
- 12 Notification of Eligibility for Promotion to Associate Professor or to Chief/Senior CLT

By this date, the following 2019 calendars will be available on the APFA website's [Reappointment, Promotion and Tenure/CCE](#) page:

- *Reappointment with Tenure & Promotion to Associate Professor*
- *Reappointment with Certificate of Continuous Employment*
- *Reappointment with Tenure – College Laboratory Technician*
- *Promotion to Senior or Chief College Laboratory Technician*

Deadline Workload Phase 2

- 15 Deadline All Fellowship Leave Applications to Human Resources
- 16 Stated Meeting of the Faculty (12:30 pm)
- 17 New Chairs Orientation Session 5 (12:30-2:45 pm, Learning Center)

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- 18 All School Meetings (12:15 pm)
- 23 Chairpersons' Luncheon (12:15 pm, Georgian Room)  
Graduate Deputies Meeting, (12:30-2:00 pm, Alumni Lounge, Student Center)
- 24 New Chairs Orientation Session 6 (12:30-2:45 pm, Learning Center)

### SEPTEMBER

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- 25 Deans/Chairpersons Meeting (12:15 pm)
- 30 College-Wide P&T Meeting (12:15-5:00 pm)
- 31 Policy Council (5:00 pm)

### NOVEMBER

### OCTOBER

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- 1 Deadline Scholar Incentive Leaves Spring 2019  
College-Wide P&T Meeting (12:15-2:00 pm)  
CAP/P&B (2:15 pm, Gold Room, Student Center)
- 5 Black Solidarity Day; No Special Events/Exams
- 6 Reappointment, P&T/CCE Workshop for New Faculty (12:30-2:30 pm, Georgian Room)

### NOVEMBER

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- 7 New Chairs Orientation Session 7 (12:30-2:45 pm, Learning Center)  
Deadline to Observe Teaching
- 13 Department Meetings (12:15 pm)

### DECEMBER

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- Faculty Council Meeting (3:15 pm, Tanger Auditorium)  
Student Evaluation of Faculty Begins

- 14 New Chairs Orientation Session 8 (12:30-2:45 pm, Learning Center)

- 22 Thanksgiving Recess Begins; College Closed

- 23 Thanksgiving Recess; College Closed

- 24 Thanksgiving Recess; No Classes Scheduled

### JANUARY

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### MARCH

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### APRIL

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### JUNE

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### JULY

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- 25 Thanksgiving Recess; No Classes Scheduled
- 26 Thanksgiving Recess Ends; Classes Resume
- 27 Chairpersons' Luncheon (12:15 pm, Georgian Room)  
Graduate Deputies Meeting (12:30-2:00 pm, Alumni Lounge, Student Center)

### SEPTEMBER

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- 28 Policy Council (5:00 pm)
- 29 Deans/Chairpersons Meeting (12:15 pm)

### OCTOBER

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- 1 Adjunct Faculty must Receive Notification of Reappointment or Non-Reappointment by this date
- 6 CAP/P&B (2:15 pm, Gold Room, Student Center)
- 11 Department Meetings (12:15 pm)  
Faculty Council Meeting (3:15 pm, Tanger Auditorium)

### NOVEMBER

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- 12 Last Day of Undergraduate Classes  
Student Evaluation of Faculty Ends
- 13 Reading Day  
Deans/Chairpersons Meeting (12:15 pm)

### DECEMBER

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- 14 Final Examinations Begin
- 21 Final Examinations and Fall Term End
- 24 College Closed
- 25 College Closed
- ~~26~~ Grade Submission Deadline (CUNYfirst) [Updated: Dec 28](#)
- 31 College Closed

### JANUARY

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- 1 College Closed
- 2 Winter Intersession Begins

### FEBRUARY

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### APRIL

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### JUNE

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### JULY

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- 3 CAP/P&B (2:15 pm, Gold Room, Student Center, if necessary)
- 10 Deadline Promotion Candidates' Responses (refer to Oct. 12, 2018)
- 21 Dr. Martin Luther King, Jr. Day; College Closed
- 23 Final Examinations and Winter Intersession End  
New Faculty Retreat
- 25 Spring Classes Begin
- ~~27~~ Grade Submission Deadline (CUNYfirst) **Updated: Jan 28**
- 29 Chairpersons' Luncheon (12:15 pm, Georgian Room)
- 31 Deans/Chairpersons Meeting (12:15 pm)

### SEPTEMBER

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### FEBRUARY

- 7 CAP/P&B (2:15 pm, Gold Room, Student Center)
- 8 Deadline Multiple Position Report Submitted Online  
Deadline Workload Phase 1
- 12 Lincoln's Birthday; College Closed
- 14 All School Meetings (12:15 pm)
- 18 Presidents' Day; College Closed
- 19 Department Meetings (12:15 pm)  
Faculty Council Meeting (3:15 pm, Tanger Auditorium)
- 26 Chairpersons' Luncheon (12:15 pm, Georgian Room)
- 27 Policy Council (5:00 pm)
- 28 Deans/Chairpersons Meeting (12:15 pm)

### OCTOBER

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### MARCH

- 1 Deadline for Scheduling Annual Evaluations  
Deadline Scholar Incentive Leaves Fall 2019

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### JULY

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- 7 CAP/P&B (2:15 pm, Gold Room, Student Center)
- 8 Deadline Workload Phase 2
- 12 Department Meetings (12:15 pm)  
Faculty Council Meeting (3:15 pm, Tanger Auditorium)
- 15 Notification of Eligibility for Promotion to Full Professor  
  
By this date, the 2019 calendar for *Promotion to Full Professor* will be available on the APFA website's [Reappointment, Promotion and Tenure/CCE](#) page.  
  
P&T/CCE Workshop for all Pre-Tenure Faculty (10:00 am -3:00 pm, Georgian Room)
- 19 Stated Meeting of the Faculty (12:30 pm)
- 26 Chairpersons' Luncheon (12:15 pm, Georgian Room)  
Graduate Deputies Meeting (12:30-2:00 pm, Alumni Lounge, Student Center)
- 27 Policy Council (5:00 pm)
- 28 Deans/Chairpersons Meeting (12:15 pm)

### APRIL

- 4 College Wide P&T Meeting (12:15-3:00 pm)  
CAP/P&B (3:15 pm, Gold Room, Student Center)  
Deadline to Observe Teaching
- 9 Department Meetings (12:15 pm)  
Faculty Council Meeting (3:15 pm, Tanger Auditorium)
- 16 Chairpersons' Luncheon (12:15 pm, Georgian Room)  
Student Evaluation of Faculty Begins
- 17 Policy Council (5:00 pm)
- 18 Deans/Chairpersons Meeting (12:15 pm)
- 19 Spring Recess Begins
- 24 Administrative Professionals' Day

# 2018-2019

## BROOKLYN COLLEGE ADMINISTRATIVE CALENDAR

### AUGUST

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- 29 Spring Recess Ends; Classes Resume
- 30 Graduate Deputies Meeting (12:30-2:00 pm, Alumni Lounge)

### MAY

- 1 Adjunct Faculty must Receive Notification of Reappointment or Non-Reappointment by this date
- 2 CAP/P&B (2:15 pm, Gold Room, Student Center)
- 6 Triennial Election Week Begins
- 7 Department Meetings (12:15 pm)
- 8 Deadline Promotion Candidates' Responses (refer to March 15, 2019)
- 10 Triennial Election Week Ends
- 14 Last Day of Undergraduate Classes  
Faculty Council Meeting (3:15 pm, Tanger Auditorium)
- 15 Reading Day  
Chairpersons' Retreat  
Student Evaluation of Faculty Ends
- 16 Final Examinations Begin  
Faculty Council Meeting (3:15 pm, Tanger Auditorium, if necessary)  
Faculty Day Conference and Awards Ceremony
- 17 Meeting to Charge School P&T Review Committees (12:00-2:30 pm)
- 22 Final Examinations and Spring Term End
- 23 Mini-Orientation for New Department Chairpersons (10:30 am-1:30 pm)  
Deans/Chairpersons Meeting (2:00 pm)
- 27 Memorial Day; College Closed  
Grade Submission Deadline (CUNYfirst) **Updated: May 28**
- 30 Commencement

### FEBRUARY

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### MARCH

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### APRIL

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### MAY

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### JANUARY

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