

2023-2024

Brooklyn College Administrative Calendar

July 2023

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August 2023

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November 2023

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December 2023

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August

- 4 Course Materials Posting Deadline (Fall 2023)
- 18 Last day to notify HRS about offer withdrawals due to low enrollment (Fall 2023 appointments)
- Workload Phase 1 Begins (Fall 2023)
- 23 New Faculty Welcome & Orientation Day
- 24 Multiple Position Report Deadline (Fall 2023)
- 25 Fall Semester Begins
- Orientation for All Appointments Committees
10:30 a.m.–1 p.m.
- 29 Department Chairs Lunch
12:15 p.m.
- Information Technology Orientation for All Faculty
12:30–2 p.m., Gottlieb Room (411 Library)
- 30 New Chairs Orientation, Session 1
10 a.m.–noon, Learning Center (1300 Boylan)
- 31 Dean/Chairs Meeting
12:15 p.m.

September

- 4 College Closed
- 6 New Chairs Orientation, Session 2
10 a.m.–noon, Learning Center (1300 Boylan)
- 7 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- New Faculty Workshop Series, Session 1
12:30–2 p.m., Gottlieb Room (411 Library)
- CAP/P&B
2:15 p.m.
- 8 Workload Phase 1 Deadline (Fall 2023)
- 12 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- 13 New Chairs Orientation, Session 3
10 a.m.–noon, Learning Center (1300 Boylan)
- Policy Council
5 p.m.
- 14 Center for Teaching and Learning "Autumn Welcome!"
12:30–2 p.m.
- Verification of Enrollment (VOE) Rosters Due (Fall 2023)

January 2024

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2023-2024

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- 15 No Classes Scheduled - College Open
- 16 No Classes Scheduled - College Open
- 17 No Classes Scheduled - College Open
- 19 All School Meetings
12:15 p.m.
- 20 New Chairs Orientation, Session 4
10 a.m.–noon, Learning Center (1300 Boylan)
- 21 Stated Meeting of the Faculty
12:30 p.m., Gold Room, Student Center
PACS General Meeting
4–5 p.m.
- 25 No Classes Scheduled - College Open
- 26 Department Chairs Lunch
12:15 p.m.
- 27 New Chairs Orientation, Session 5
10 a.m.–noon, Learning Center (1300 Boylan)
- 28 Dean/Chairs Meeting
12:15 p.m.

October

- 2 Fellowship Leave Applications – Candidate Deadline
(Submit to Department Chair)
- 3 Provost's Academic Affairs Administrative Meeting
12:30–2 p.m.
- 5 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
CAP/P&B
2:15 p.m.
- 6 Workload Phase 2 Deadline (Fall 2023)
- 9 College Closed
- 10 Conversion Day - Classes follow Monday Schedule
- 11 New Chairs Orientation, Session 6
10 a.m.–noon, Learning Center (1300 Boylan)
Notification of Eligibility for Promotion to
Associate Professor or Chief/Senior CLT
- 12 Deadline to Submit Faculty and CLT Annual Reappointment
Ballots and Files (Second and Later Annual Reappointments)
- 13 HRS makes available list of Adjuncts eligible for
Spring 2024 reappointments
- 16 Fellowship Leave Applications – Chair Deadline
(Submit to Human Resource Services)

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- 17 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- 18 New Chairs Orientation, Session 7
10 a.m.–noon, Learning Center (1300 Boylan)
- Policy Council
5 p.m.
- 19 New Faculty Workshop Series, Session 2
12:30–2 p.m., Gottlieb Room (411 Library)
- PACS General Meeting
4–5 p.m.
- 24 Department Chairs Lunch
12:15 p.m.
- 26 Dean/Chairs Meeting
12:15 p.m.
- 27 By this date, Department Appointments Committee completes review, makes recommendations for Adjunct reappointments and non-reappointments (1-semester Spring appointments)
- 31 College-wide Promotion & Tenure Meeting
Noon–5 p.m.

November

- 1 New Chairs Orientation, Session 8
10 a.m.–noon, Learning Center (1300 Boylan)
- Scholar Incentive Leave Deadline (Spring 2024)
- 2 College-wide Promotion & Tenure Meeting
2:15 p.m., if needed
- 6 Deadline to submit Adjunct reappointment/non-reappointment list to HRS to meet the contractual notification deadline (Spring 2024 appointments)
- Black Solidarity Day
- 7 Teaching Observation Deadline (Fall 2023)
- Election Day
- 9 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- New Faculty Workshop Series, Session 3
12:30–2 p.m., Gottlieb Room (411 Library)
- CAP/P&B
2:15 p.m.
- 14 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.

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2023-2024

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- 15 Policy Council
5 p.m.
- 16 P&T/CCE Workshop for Fall 2024 Review Candidates
12:30–2 p.m.
- PACS General Meeting
4–5 p.m.
- 20 Deadline to upload Winter 2024 Adjunct workload forms and new hire packets to HRS
- 22 No Classes Scheduled - College Open
- 23 College Closed
- 24 College Closed
- 25 No Classes Scheduled - College Open
- 26 No Classes Scheduled - College Open
- 28 Department Chairs Lunch
12:15 p.m.
- 30 Dean/Chairs Meeting
12:15 p.m.

December

- 1 Last day for HRS to send reappointment and non-reappointment letters to Adjuncts (Spring 2024 appointments)
- 5 Provost's Academic Affairs Administrative Meeting
12:30–2 p.m.
- 7 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- New Faculty Workshop Series, Session 4
12:30–2 p.m., Gottlieb Room (411 Library)
- CAP/P&B
2:15 p.m.
- 11 Course Materials Posting Deadline (Winter 2024)
- 12 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- Reading Day
- 13 Reading Day
- 14 Final Exams Begin
- 20 Final Exams and Fall Semester End
- 21 PACS General Meeting
4–5 p.m.
- 25 College Closed

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- 26 Grade Submission Deadline (CUNYfirst) for Fall 2023
- 31 College Closed

January

- 1 College Closed
- 2 Winter Intersession Begins
- 4 CAP/P&B
2:15 p.m., if needed
Verification of Enrollment (VOE) Rosters Due (Winter 2024)
Course Materials Posting Deadline (Spring 2024)
- 10 Candidate's Response Deadline – Consideration for Promotion to Associate Professor or Chief/Senior CLT
- 15 College Closed
- 18 PACS General Meeting
4–5 p.m.
- 19 Last day to notify HRS about offer withdrawals due to low enrollment (Spring 2024 appointments)
Workload Phase 1 Begins (Spring 2024)
- 23 Final Exams and Winter Intersession End
- 24 Multiple Position Report Deadline (Spring 2024)
- 25 Spring Semester Begins
- 26 Grade Submission Deadline (CUNYfirst) for Winter 2024
- 30 Department Chairs Lunch
12:15 p.m.

February

- 1 Dean/Chairs Meeting
12:15 p.m.
- 6 All School Meetings
12:15 p.m.
- 8 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
CAP/P&B
2:15 p.m.
- 9 Workload Phase 1 Deadline (Spring 2024)
- 12 College Closed
- 13 Department Meetings
12:15 p.m.
Faculty Council Meeting
3:15 p.m.

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- 14 Verification of Enrollment (VOE) Rosters Due (Spring 2024)
- 15 Deadline to Submit Faculty and CLT Annual Reappointment Ballots and Files 2023 Hires (First Reappointment)
- PACS General Meeting
4-5 p.m.
- 19 College Closed
- 20 Provost's Academic Affairs Administrative Meeting
12:30-2 p.m.
- 21 Policy Council
5 p.m.
- 22 Conversion Day - Classes follow Monday Schedule
- 26 HRS makes available list of Adjuncts eligible for 1-year and 3-year appointments beginning Fall 2024
- 27 Department Chairs Lunch
12:15 p.m.
- 28 HEO-series Staff Annual Evaluation Deadline (Evaluation Period: January 1-December 31, 2023)
- Conversion Day - Classes follow Monday Schedule
- 29 Dean/Chairs Meeting
12:15 p.m.

March

- 1 Faculty and CLT Annual Evaluation Conference Scheduling Deadline
- Scholar Incentive Leave Deadline (Fall 2024)
- 5 Stated Meeting of the Faculty
12:30 p.m., Gold Room, Student Center
- 7 Interdisciplinary Program Directors Meeting
12:30-2 p.m.
- CAP/P&B
2:15 p.m.
- 8 Workload Phase 2 Deadline (Spring 2024)
- 12 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m.
- Notification of Eligibility for Promotion to Full Professor
- 13 Policy Council
5 p.m.
- 15 Deadline to Submit Research Assistant/Associate Annual Reappointment Ballots and Files, plus January 2024 Faculty and CLT Hires

January 2024						
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February 2024						
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April 2024						
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2023-2024

Brooklyn College Administrative Calendar

July 2023

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August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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- 21 PACS General Meeting
4-5 p.m.
- 26 Department Chairs Lunch
12:15 p.m.
- 28 Dean/Chairs Meeting
12:15 p.m.
- 29 No Classes Scheduled - College Open
- 30 No Classes Scheduled - College Open
- 31 No Classes Scheduled - College Open

April

- 2 College-wide Promotion & Tenure Meeting
Noon-5 p.m.
- 4 Interdisciplinary Program Directors Meeting
12:30-2 p.m.
CAP/P&B
2:15 p.m.
- 7 Teaching Observation Deadline (Spring 2024)
- 9 Department Meetings
12:15 p.m.
Faculty Council Meeting
3:15 p.m.
- 11 Provost's Academic Affairs Administrative Meeting
12:30-2 p.m.
- 12 Promotion and Tenure/CCE Workshop for All Pre-tenure Faculty
10 a.m.-2 p.m.

By this date, Department Appointments Committee completes review, makes recommendations for Adjunct reappointments and non-reappointments (1-semester Fall 2024 appts, 1-year AY24-25 appts, and 3-year AY24-25 to AY26-27 appts)

- 16 Department Chairs Lunch
12:15 p.m.
- 17 Policy Council
5 p.m.
- 18 Dean/Chairs Meeting
12:15 p.m.
PACS General Meeting
4-5 p.m.
- 22 Deadline to submit Adjunct reappointment/non-reappointment list to HRS to meet the contractual notification deadline (Fall 2024 appointments)
- Spring Recess Begins - Campus Open

January 2024

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February 2024

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April 2024

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May 2024

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June 2024

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2023-2024

Brooklyn College Administrative Calendar

July 2023						
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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24 Administrative Professionals Day

30 Last Day of Spring Recess

May

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

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

3 Deadline to upload Summer 2024 Adjunct workload forms and new hire packets

6 Triennial Election Week Begins

7 Department Meetings
12:15 p.m.

8 Course Materials Posting Deadline (Summer 2024)

10 Triennial Election Week Ends

13 Candidate's Response Deadline – Consideration for Promotion to Full Professor

14 Faculty Council Meeting
3:15 p.m.

15 27th Annual Faculty Day Conference & Awards Ceremony
All Day, Student Center

Last day for HRS to send reappointment and non-reappointment letters to Adjuncts (Fall 2024 appointments)

16 Faculty Council Meeting
3:15 p.m., if needed

PACS General Meeting
4–5 p.m.

Final Exams Begin

17 School P&T Review Committees Charge Meeting
10:30 a.m.–1 p.m.

20 Summer Administration Appointment Forms Deadline

21 Multiple Position Report Deadline (Summer 2024)

22 Final Exams and Spring Semester End

23 New Chairs Kick-start Orientation
1–2:30 p.m.

27 College Closed

28 Grade Submission Deadline (CUNYfirst) for Spring 2024

30 Commencement Day (**tentative**)

Classified Staff Annual Evaluation Deadline
(Evaluation Period: April 1, 2023-March 31, 2024)

January 2024						
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February 2024						
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June 2024						
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