

2024-2025

Brooklyn College Administrative Calendar

July 2024

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August 2024

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September 2024

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October 2024

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November 2024

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December 2024

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August

- 1 Department Reassigned Time (RT) Worksheet Deadline
- 20 Last day to notify HRS about offer withdrawals due to low enrollment (Fall 2024 appointments)
- Workload Phase 1 Begins - Fall Semester
- 27 Multiple Position Report Deadline (Fall 2024)
- 28 *Fall Semester Begins*
- 30 Orientation for All Appointments Committees
10:30 a.m.–12:30 p.m., Zoom

September

- 2 College Closed
- 3 Department Chairs Lunch
12:15 p.m.
- 4 New Chairs Orientation, Session 1
10:30 a.m.–12:30 p.m., Learning Center (1300 Boylan)
- Verification of Enrollment (VOE) Rosters Available (Fall 2024)
- 5 Dean / Chairs Meeting
12:15 p.m.
- 10 All School Meetings
12:15 p.m.
- 11 New Chairs Orientation, Session 2
10:30 a.m.–12:30 p.m., Learning Center (1300 Boylan)
- Policy Council
5 p.m., Gold Room, Student Center
- 12 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- CAP / P&B Meeting
2:15 p.m., Library, Woody Tanger Auditorium
- 13 Workload Phase 1 Deadline - Fall Semester
- 17 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m., Library, Woody Tanger Auditorium
- Verification of Enrollment (VOE) Rosters Due (Fall 2024)
- 18 New Chairs Orientation, Session 3
10:30 a.m.–12:30 p.m., Learning Center (1300 Boylan)

January 2025

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- 19 Stated Meeting of the Faculty
12:30–2 p.m., Gold Room, Student Center
- Campus Sustainability Council General Meeting
2–3 p.m., Zoom
- 24 Department Chairs Lunch
12:15 p.m.
- 25 New Chairs Orientation, Session 4
10:30 a.m.–12:30 p.m., Learning Center (1300 Boylan)
- 26 Dean / Chairs Meeting
12:15 p.m.

October

- 1 Fellowship Leave Applications - Candidate Deadline
- 2 No Classes Scheduled - College Open
- 3 No Classes Scheduled - College Open
- 4 No Classes Scheduled - College Open
- Workload Phase 2 Deadline - Fall Semester
- 8 Undergraduate Majors Fair
Noon–2:30 p.m., Student Center, 2nd Floor
- 9 New Chairs Orientation, Session 5
10:30 a.m.–12:30 p.m., Learning Center (1300 Boylan)
- Notification of Eligibility for Promotion to Associate Professor or Chief/Senior CLT
- 10 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- New Faculty Workshop, Session A
12:30–2 p.m., Gottlieb Room (411 Library)
- CAP / P&B Meeting
2:15 p.m., Library, Woody Tanger Auditorium
- Deadline to Submit Faculty and CLT Annual Reappointment Ballots and Files (Second and Later Annual Reappointments)
- 11 No Classes Scheduled - College Open
- HRS makes available list of Adjuncts eligible for Spring 2025 reappointments
- 12 No Classes Scheduled - College Open
- 14 College Closed

January 2025						
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- 15 Conversion Day - Classes follow Monday Schedule
Fellowship Leave Applications - Chair Deadline
- 16 New Chairs Orientation, Session 6
10:30 a.m.–12:30 p.m., Learning Center (1300 Boylan)
Policy Council
5 p.m., Gold Room, Student Center

- 22 Department Meetings
12:15 p.m.
Faculty Council Meeting
3:15 p.m., Library, Woody Tanger Auditorium
- 24 Department Chairs Lunch
12:15 p.m.

- 25 By this date, Department Appointments Committee completes review, makes recommendations for Adjunct reappointments and non-reappointments (1-semester Spring appointments)
- 29 College-wide Promotion & Tenure Meeting
Noon–5 p.m.
- 30 New Chairs Orientation, Session 7
10:30 a.m.–12:30 p.m., Learning Center (1300 Boylan)

- 31 Dean / Chairs Meeting
12:15 p.m.
College-wide Promotion & Tenure Meeting
2:15–5 p.m., if needed

November

- 1 Scholar Incentive Leave Deadline (Spring 2025)
- 4 Deadline to submit Adjunct reappointment/non-reappointment list to HRS to meet the contractual notification deadline (Spring 2025 appointments)
Black Solidarity Day
- 5 Graduate Program Deputies Meeting
12:30–2 p.m., Alumni Lounge, Student Center
Election Day
- 6 New Chairs Orientation, Session 8
10:30 a.m.–12:30 p.m., Learning Center (1300 Boylan)
- 7 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
CAP / P&B Meeting
2:15 p.m., Library, Woody Tanger Auditorium

January 2025

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- 12 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m., Library, Woody Tanger Auditorium
- Teaching Observation Deadline for Fall 2024
- 18 Deadline to upload Winter 2025 Adjunct workload forms and new hire packets to HRS
- 19 Department Chairs Lunch
12:15 p.m.
- 20 Campus Sustainability Council General Meeting
9–10 a.m., Zoom
- Policy Council
5 p.m., Gold Room, Student Center
- 21 Dean / Chairs Meeting
12:15 p.m.
- P&T/CCE Workshop (Fall 2025 review)
12:30–2 p.m., Zoom
- 27 Conversion Day - Classes follow Friday Schedule
- Last day for HRS to send reappointment and non-reappointment letters to Adjuncts (Spring 2025 appointments)
- 28 College Closed
- 29 College Closed
- 30 No Classes Scheduled - College Open

December

- 1 No Classes Scheduled - College Open
- 5 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- New Faculty Workshop, Session B
12:30–2 p.m., Gottlieb Room (411 Library)
- CAP / P&B Meeting
2:15 p.m., Library, Woody Tanger Auditorium
- 9 Deadline to upload Spring 2025 adjunct workload forms and new hire packets to HRS
- 10 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m., Library, Woody Tanger Auditorium

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- 15 Fall Final Exams Begin
- 21 Fall Final Exams End
- Fall Semester Ends*
- 24 College Closed
- 25 College Closed
- 27 Grade Submission Deadline (CUNYfirst) for Fall 2024
- 31 College Closed

January

- 1 College Closed
- 2 *Winter Intersession Begins*
- 3 Verification of Enrollment (VOE) Rosters Available (Winter 2025)
- 4 Verification of Enrollment (VOE) Rosters Due (Winter 2025)
- 8 Candidate's Response Deadline – Consideration for Promotion to Associate Professor or Chief/Senior CLT
- 9 CAP / P&B Meeting
2:15 p.m., if needed
- 17 Last day to notify HRS about offer withdrawals due to low enrollment (Spring 2025 appointments)
- Workload Phase 1 Begins - Spring Semester
- 20 College Closed
- 22 Multiple Position Report Deadline (Spring 2025)
- 23 Winter Final Exams
- Winter Intersession Ends*
- 24 Grade Submission Deadline (CUNYfirst) for Winter 2025
- 25 *Spring Semester Begins*
- 28 Department Chairs Lunch
12:15 p.m.
- 29 No Classes Scheduled - College Open
- 30 Dean / Chairs Meeting
12:15 p.m.

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February

- 1 Verification of Enrollment (VOE) Rosters Available (Spring 2025)
- 4 Campus Sustainability Council General Meeting
10–11 a.m., Zoom
- All School Meetings
12:15 p.m.
- 6 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- CAP / P&B Meeting
2:15 p.m., Library, Woody Tanger Auditorium
- 7 Workload Phase 1 Deadline - Spring Semester
- 11 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m., Library, Woody Tanger Auditorium
- 12 College Closed
- 13 Deadline to Submit Faculty and CLT Annual Reappointment Ballots and Files 2024 Hires (First Reappointment)
- 14 Verification of Enrollment (VOE) Rosters Due (Spring 2025)
- 17 College Closed
- 18 Conversion Day - Classes follow Monday Schedule
- 19 Policy Council
5 p.m., Gold Room, Student Center
- 20 New Faculty Workshop, Session C
12:30–2 p.m., Gottlieb Room (411 Library)
- 25 Department Chairs Lunch
12:15 p.m.
- 27 Dean / Chairs Meeting
12:15 p.m.
- 28 HEO-series Staff Annual Evaluation Deadline
Evaluation Period: January 1–December 31, 2024
- HRS makes available list of Adjuncts eligible for 1-year appointments beginning Fall 2025

January 2025						
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2024-2025

Brooklyn College Administrative Calendar

July 2024						
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March

- 1 Faculty and CLT Annual Evaluation Conference Scheduling Deadline
- Scholar Incentive Leave Deadline (Fall 2025)
- 4 Interdisciplinary Program Directors Meeting
12:30–2 p.m.
- CAP / P&B Meeting
2:15 p.m., Library, Woody Tanger Auditorium
- 6 Conversion Day - Classes follow Wednesday Schedule
- 7 Workload Phase 2 Deadline - Spring Semester
- 11 Department Meetings
12:15 p.m.
- Faculty Council Meeting
3:15 p.m., Library, Woody Tanger Auditorium
- Notification of Eligibility for Promotion to Full Professor
- 13 Stated Meeting of the Faculty
12:30–2 p.m., Gold Room, Student Center
- 14 Deadline to Submit Research Assistant/Associate Annual Reappointment Ballots and Files, plus January 2025 Faculty and CLT Hires
- 18 Undergraduate Majors Fair
Noon–2:30 p.m., Student Center, 2nd Floor
- Graduate Program Deputies Meeting
12:30–2 p.m., Alumni Lounge, Student Center
- 19 Policy Council
5 p.m., Alumni Room, Student Center
- 25 Department Chairs Lunch
12:15 p.m.
- 27 Dean / Chairs Meeting
12:15 p.m.
- 28 Promotion and Tenure/CCE Workshop for All Pre-tenure Faculty
10:30 a.m.–12:30 p.m., Zoom
- 31 No Classes Scheduled - College Open

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2024-2025

Brooklyn College Administrative Calendar

July 2024						
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April

- 1 College-wide Promotion & Tenure Meeting
Noon–5 p.m.
- 3 Interdisciplinary Program Directors Meeting
12:30–2 p.m.

CAP / P&B Meeting
2:15 p.m., Library, Woody Tanger Auditorium
- 8 Department Meetings
12:15 p.m.

Faculty Council Meeting
3:15 p.m., Library, Woody Tanger Auditorium
- 10 Student-Faculty Mixer (Spring)
12:15–2 p.m., Gold Room, Student Center

Teaching Observation Deadline for Spring 2025
- 11 Campus Sustainability Council General Meeting
11 a.m.–noon, Zoom

By this date, Department Appointments Committee completes review, makes recommendations for Adjunct reappointments and non-reappointments (1-semester Fall 2025 appts and 1-year AY25-26 appts)
- 12 Spring Recess Begins - College Open
- 20 Spring Recess Ends
- 21 Classes Resume

Deadline to submit Adjunct reappointment/non-reappointment list to HRS to meet the contractual notification deadline (Fall 2025 appointments)
- 22 Department Chairs Lunch
12:15 p.m.
- 24 Dean / Chairs Meeting
12:15 p.m.
- 30 Policy Council
5 p.m., Gold Room, Student Center

May

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

CAP / P&B Meeting
2:15 p.m., Library, Woody Tanger Auditorium
- 2 Deadline to upload Summer 2025 Adjunct workload forms and new hire packets

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2024-2025

Brooklyn College Administrative Calendar

July 2024						
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September 2024						
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- 5 Triennial Election Week Begins
- 6 Department Meetings
12:15 p.m.
- 9 Triennial Election Week Ends
- 12 Candidate's Response Deadline – Consideration for Promotion to Full Professor
- 13 Faculty Council Meeting
3:15 p.m., Library, Woody Tanger Auditorium
- 14 28th Annual Faculty Day Conference & Awards Ceremony
9:30 a.m.–6 p.m., Student Center
- 15 Faculty Council Meeting
3:15 p.m., if needed
- Last day for HRS to send reappointment and non-reappointment letters to Adjuncts (Fall 2025 appointments)
- 16 School P&T Review Committees Charge Meeting
10:30 a.m.–12:30 p.m., Zoom
- Spring Final Exams Begin
- 19 Summer Administration Appointment Forms Deadline
- 20 Multiple Position Report Deadline (Summer 2025)
- 22 New Chairs "Kick-start" Orientation Meeting
1–2:30 p.m., Zoom
- Spring Final Exams End
- Spring Semester Ends*
- 26 College Closed
- 27 Grade Submission Deadline (CUNYfirst) for Spring 2025
- 29 Commencement Day (Tentative)
- 30 Classified Staff Annual Evaluation Deadline
Evaluation Period: April 1, 2024–March 31, 2025

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