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TO: Labor Designees  
Directors of Human Resources

FROM: Interim Vice Chancellor Margaret Egan<sup>WPE</sup>

DATE: April 25, 2018

SUBJECT: **Teaching Instructional Staff – Start and End Dates for 2019-2020 Academic Year**

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I would like to take this opportunity to review the policies regarding appointment periods and dates of leaves of absence without pay, Fellowship Leaves and Scholar Incentive Awards for members of the teaching instructional staff. The rules stated below reflect the 2019-2020 academic calendar. These dates must be recorded accurately in CUNYfirst. With the advent of Payroll Interface, the accuracy of start dates and end dates of appointments and leaves recorded in CUNYfirst becomes essential for accurate payroll processing. Please share this memorandum with the appropriate staff on your campus.

**Appointments and Reappointments:**

Full-time faculty appointments and reappointments for the 2018-2019 academic year end on **Monday, August 26, 2019.**<sup>1</sup>

Initial appointments and reappointments for full-time faculty members for the academic year 2019-2020 shall be effective on **Tuesday, August 27, 2019**<sup>2</sup>. Full-time faculty members will be available for professional assignments effective on that date. This provision also applies to substitute faculty hired at the beginning of the fall 2019 semester.

A full-time faculty member whose appointment commences at the beginning of the spring 2020 semester shall have the one month of annual leave earned by working in the spring semester pro-rated at 50% over the months of July and August, 2020. He/she will therefore remain on payroll during those months at 50% pay and maintain health insurance coverage during those months. This provision does not apply to substitute faculty.

**Tenure, Promotion and Certificate of Continuous Employment (CCE):**

**Tenure:** All regular recommendations for tenure shall continue to be effective September 1. Promotions will be effective **Tuesday, August 27, 2019.**

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<sup>1</sup> Effective August 25, 2006, the period of annual leave for full-time teaching members of the faculty shall be from the day subsequent to the spring commencement of each college until the third day, excluding Saturday and Sunday, preceding the thirtieth of August that follows such commencement, or an equivalent consecutive period.

<sup>2</sup> 8/27/2019 is the first day of class per the academic calendar.

Faculty receiving tenure and promotion should have both dates recorded in CUNYfirst. Salary step increases given upon promotion are effective **Tuesday, August 27, 2019**.

**Certificate of Continuous Employment (CCE)** will be effective **Tuesday, August 27, 2019**<sup>3</sup>.

**Academic Leaves:**

Fellowship Leaves or Scholar Incentive Awards for the full year shall commence on **Tuesday, August 27, 2019** and end on **Tuesday, August 25, 2020**.

Fellowship Leaves or Scholar Incentive Awards that are only for the fall 2019 semester begin on **Tuesday, August 27, 2019** and end on **Sunday, January 26, 2020**. (NB: Monday, January 27, 2020 is the first day of classes in the spring 2020 semester.)

An employee on a Fellowship Leave or a Scholar Incentive Award that is only for the fall 2019 semester will receive full vacation pay for the month of July 2020. The period from **August 1, 2020 through August 25, 2020** will be paid at the same percentage rate of his/her regular pay that the employee received for the fall 2019 semester.

Fellowship Leaves or Scholar Incentive Awards for the spring 2020 semester shall commence on **Monday, January 27, 2020**, and continue through June 30, 2020. The month of July 2020 will be paid at the same percentage rate of his/her regular pay that the employee received for the spring 2020 semester. S/he will receive full pay for the period **August 1, 2020 through August 25, 2020**.

**Leaves of Absence:**

Leaves of absence without pay for the academic year shall commence on **Tuesday, August 27, 2019** and have a terminal date of **Tuesday, August 25, 2020**.

Leaves of absence without pay for the fall 2019 semester shall commence on **Tuesday, August 27, 2019** and have a terminal date of **Sunday, January 26, 2020**.

Leaves of absence without pay for the spring 2020 semester shall commence on **Monday, January 27, 2020** and have a terminal date of **Tuesday, June 30, 2020**.

Full-time faculty members who take a leave of absence without pay for either the fall 2019 or the spring 2020 semester shall remain on payroll through July and August, 2020, but be paid for those months at 50% of their normal bi-weekly rate. They will maintain their health insurance benefits during the summer months.

**Travia Leave, Non-Reappointment and Resignations:**

Members of the teaching instructional staff who are on Travia Leave for the Fall 2019 semester shall have a terminal date of **Sunday, January 26, 2020**. Members of the teaching instructional staff who are on Travia Leave for the Spring 2020 semester shall have a terminal date of **Tuesday, August 25, 2020**.

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<sup>3</sup> Section 12.1 of the PSC-CUNY Contract: Members of this unit in the title Lecturer shall be eligible for a certificate of continuous employment upon a sixth full-time appointment in the title of Lecturer immediately preceded by five years of continuous full-time service in the title of Lecturer.

A full-time faculty member who resigns after the fall 2019 semester and a full-time substitute faculty member who worked the entire fall semester, but who will not be employed by the City University in the spring 2020 semester in a full-time capacity, will be on annual leave for one month after the end of the fall 2019 semester (**through February 29, 2020**).

Members of the teaching instructional staff who are not reappointed or who resign after working the entire academic year shall have a terminal date of **Tuesday, August 25, 2020**.

**Winter Session:**

Classes begin **Thursday, January 2, 2020** and end on **Thursday, January 23, 2020**. For purposes of calculating faculty workload for the Fall semester, Winter Session is included in the Fall semester.

**Summer Session:**

Classes begin **Tuesday, May 26, 2020** and end on **Tuesday, August 18, 2020**.

Thank you for your cooperation. If you have any questions, please call me at 646.664.3291.

c: Vice Chancellor Pamela Silverblatt  
Chief Academic Officers  
Chief Administrative Officers  
Ms. Deborah Bell  
Ms. Judith Opperman  
HR Advisory Services  
Ms. Sahana Gupta

Mr. Harold Andrieux  
Ms. Shakira Smith  
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Mr. Jerry Rothman  
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