MEMORANDUM

TO: Labor Designees
    Directors of Human Resources

FROM: Esdras Tulier

DATE: July 17, 2017

SUBJECT: REVISED Teaching Instructional Staff End Date for the 2017-18 Academic Year AND Teaching Instructional Staff Start Date for the 2018-2019 Academic Year

This is to inform you that the end date for the teaching instructional staff for academic year 2017–18 has been revised from August 24, 2018 to August 26, 2018 and the beginning date for academic year 2018–19 has been revised from August 25, 2018 to August 27, 2018. Starting immediately, please use the revised dates.

In order to alleviate manual revisions on your campus:

- Computing & Information Services (CIS) performed a mass update in CUNYfirst to correct Job End Date on job rows related to AY 17-18 appointments.
- CIS also performed mass update to correct Expected Return Date, where applicable.
- Only the rows that were entered in the system up to June 26, 2017 were revised.
- Each campus will receive a spreadsheet of records that the campus has made after June 26, 2017, which will need to be manually updated in CUNYfirst.
- These revisions will not appear on the Chancellor’s University Report.

The revised memos on the Teaching Instructional Staff Start and End Dates for both academic years 2017-18 and 2018-19 are attached. The memos have been updated on OHRM’s website. Please share this memorandum and attachments with the appropriate staff on your campus.

Campuses are not required to revise letters of appointment, reappointment, leave of absence, etc. We advise that the attached memos be made available to the teaching instructional staff at various locations such as the college website, Provost’s Office, academic departments, etc.

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

c: Vice Chancellor Gloriana B. Waters
Vice Chancellor Pamela Silverblatt
Chief Academic Officers
Chief Administrative Officers
Ms. Deborah Bell
Ms. Judith Opperman
Ms. Sahana Gupta

HR Advisory Services
CIS team
HRIS Team
University Payroll
Ms. Hourig Messerlian