***Teaching Instructional Staff Dates 2020-2022***

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**Subject:** Teaching Instructional Staff Dates 2020-2022

Good morning,

Please refer to the dates below when entering appointments and leaves of absence into CUNYfirst, and share this information with the appropriate staff on your campus.

**Appointments and Reappointments:**

Full-time faculty appointments and reappointments for the 2020-2021 academic year end on **August 24, 2021**. Initial appointments and reappointments for full-time faculty members for the academic year 2021-2022 are effective on**August 25, 2021** and 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 2021 semester.

A full-time faculty member whose appointment commences at the beginning of the spring 2022 semester will 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, 2022. The full-time faculty member will 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):**

All regular recommendations for tenure or a certificate of continuous employment continue to be effective **September 1**. Promotions will be effective **August 25, 2021**. Faculty receiving tenure and promotion should have both dates recorded in CUNYfirst. Salary step increases given upon promotion are effective **August 25, 2021**and Certificate of Continuous Employment (CCE) is also effective **August 25, 2021**.

**Academic Leaves:**

Fellowship Leaves or Scholar Incentive Awards for the full year commence on **August 25, 2021** and end on **August 24, 2022**. Fellowship Leaves or Scholar Incentive Awards for the fall 2021 semester begin on **August 25, 2021** and end on **January 27, 2022.** The first day of classes in the spring 2022 semester is **January 28, 2022**. An employee on a Fellowship Leave or a Scholar Incentive Award that is only for the fall 2021 semester will receive full vacation pay for the month of July 2022. The period from **August 1, 2022**, through **August 24, 2022**, will be paid at the same percentage rate of the employee’s regular pay the employee received for the fall 2021 semester. Fellowship Leaves or Scholar Incentive Awards for the spring 2022 semester will commence on **January 24, 2022**, and continue through **June 30, 2022**. The month of July 2022 will be paid at the same percentage rate of the regular pay the employee received for the spring 2022 semester. The employee will receive full pay for the period **August 1, 2022**, through **August 24, 2022**.

**Leaves of Absence:**

Leaves of absence without pay for the academic year shall commence on **August 25, 2021** and have a terminal date of **August 24, 2022**. Leaves of absence without pay for the fall 2021 semester commence on **August 25, 2021**, and have a terminal date of **January 27, 2022**. Leaves of absence without pay for the spring 2022 semester commence on **January 28, 2022** and have a terminal date of **June 30, 2022**. Full-time faculty members with a leave of absence without pay for either the fall 2021 or the spring 2022 semester will  remain on payroll through July and August, 2022, but be paid for those months at 50% of their normal bi-weekly rate. These employees 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 2021 semester will have a terminal date of **January 27, 2022**. Members of the teaching instructional staff who are on Travia Leave for the spring 2022 semester have a terminal date of **August 24, 2022**.  A full-time faculty member who resigns after the fall 2021 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 2022 semester in a full-time capacity, will be on annual leave for one month after the end of the fall 2021 semester (through**February 28, 2022**). 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 **August 24, 2022**.

**Winter Session:**

Classes begin **January 3, 2022** and end on **January 24, 2022**. For purposes of calculating faculty workload for the fall semester, winter session is included in the fall semester.

**Summer Session:**

Classes begin **May 31, 2022** and end on **August 22, 2022**.

If you have any questions, please contact me at [Annmarie.Baldelli@cuny.edu](mailto:Annmarie.Baldelli@cuny.edu).

Annmarie Baldelli

Chief of Staff

CUNY Office of Human Resources