2016 MASTER EVENT TIMELINE FOR THE CHANCELLOR'S UNIVERSITY REPORT ONLINE	JAN. 2016	FEB. 2016	APRIL 2016	JUNE 2016	SEP 2016	NOV 2016
Earliest effective date for all retroactive personnel actions (except for Bylaw Waivers)	11/1/2015	1/1	2/1	4/1	7/1	9/1
Deadline for campus submission of materials for approval by CFSA by 5:00 p.m. on this date	11/30/2015	1/4	3/7	5/9	8/10	10/3
Deadline for approval of grants and gifts material by email to ivan.nunez@mail.cuny.edu, by 5:00 pm on this date	12/14	1/11	3/14	5/13	8/17	10/10
Reet Rani prepares Academic Matters placeholders latest by **5:00 pm** on this date	12/21	1/19	3/21	5/20	8/24	10/17
Colleges start submitting Academic Matters and Fiscal Matters section entries into Stellent **after 5:00 pm** on this date. Academic submitters should check out college's placeholder, paste content within, save and check in SAME folder into Stellent	12/21	1/19	3/21	5/20	8/24	10/17
Cut-off for Academic Matters/Fiscal Matters sections entries to Stellent by 5:00 pm on this date	12/28	1/25	3/28	5/27	8/31	10/24
Board Committees meet on this date	1/4	2/1	4/4	6/6	9/7	10/31
Review period for Academic Matters/Fiscal Matters ends on this date. College submissions will not appear in the preview module until they are approved for content by the reviewers then by Hourig Messerlian	1/6	2/8	4/11	6/10	9/9	11/4
Personnel Matters/CUNY First entries cut-off at 2:00 pm on this date. All actions must have passed campus AND OFSR reviews	1/6	2/8	4/11	**6/7**	**9/8**	**11/1**
Conversion from CUNY First to Stellent completed, i.e., Personnel Matters content appears with draft disclaimer in Preview and Trustee modules by **5:00 pm** on this date	1/11	2/11	4/14	**6/9**	**9/9**	**11/3**
Personnel Matters sections can be viewed by colleges **after 5:00 pm** on this date	1/11	2/11	4/14	**6/9**	**9/9**	**11/3**
Deadline for Academic, Fiscal and Personnel Addendum material due to Hourig/Ruth by noon on this date. All personnel items for Addendum must be entered into CUNY First by this deadline	1/12	2/16	4/19	6/14	9/13	11/8
Hourig/Ruth publish addendum report latest by 2:00 pm on this date	1/14	2/18	4/21	6/16	9/15	11/10
Main report sections and addendum report published in Trustee, Preview and SSO modules with draft disclaimer by EOB on this date	1/14	2/18	4/21	6/16	9/15	11/10
Deadline for Academic, Fiscal and Personnel Errata material due to Hourig/Ruth by noon on this date	1/19	2/23	4/26	6/21	9/20	11/15
Hourig/Ruth publish errata report latest by 2:00 pm on this date	1/21	2/25	4/28	6/23	9/22	11/17
Academic, Fiscal, Personnel and legal reviewer certifications due by email to Hourig Messerlian/copy to Dave Fields by 5:00 pm on this date	1/21	2/25	4/28	6/23	9/22	11/17
Presidential certification for ALL sections due to Anthony Vargas by 5:00 p.m. on this date	1/21	2/25	4/28	6/23	9/22	11/17
Main report sections, addendum and errata reports published in Trustee, Preview and SSO modules with draft disclaimer by EOB on this date	1/21	2/25	4/28	6/23	9/22	11/17
Board Meeting date	1/25	2/29	5/2	6/27	9/26	11/21
Table Document (if any) is published on or after 4:30 pm on this date	1/25	2/29	5/2	6/27	9/26	11/21
The entire report (including Table Document) is in the Trustee, Preview, and SSO modules with the DRAFT DISCLAIMER REMOVED by 9:00 am on this date	1/26	3/1	5/3	6/28	9/27	11/22