



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