

2017 MASTER EVENT TIMELINE FOR THE CHANCELLOR'S UNIVERSITY REPORT ONLINE	JAN. 2017	FEB. 2017	APRIL 2017	JUNE 2017	SEP 2017	OCT 2017
Earliest effective date for all <u>retroactive</u> personnel actions (except for Bylaw Waivers)	11/1/16	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	11/28/16	1/9	3/6	5/8	8/7	9/5
Deadline for approval of grants and gifts material by email to ivan.nunez@mail.cuny.edu , by 5:00 pm on this date	12/12	1/17	3/13	5/18	8/17	9/14
Reet Rani prepares Academic Matters placeholders latest by 5:00 pm on this date	12/19	1/24	3/20	5/25	8/24	9/21
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>	12/19	1/24	3/20	5/25	8/24	9/21
Cut-off for Academic Matters/Fiscal Matters sections entries to Stellent by 5:00 pm on this date	12/27	1/31	3/27	6/1	8/31	9/28
Board Committees meet on this date	1/9	2/6	4/3	6/5	9/6	10/2
Review period for Academic Matters/Fiscal Matters ends on this date. <u>College submissions will not appear in the review module until they are approved for content by the reviewers then by Hourig Messerlian</u>	1/11	2/7	4/10	6/8	9/7	10/4
Personnel Matters/CUNY First entries cut-off at 2:00 pm on this date. <u>All actions must have passed campus AND OHRM reviews</u>	1/11	2/6	4/10	6/8	9/7	10/4
Conversion from CUNY First to Stellent is 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	1/13	2/7	4/12	6/12	9/11	10/6
Personnel Matters sections can be viewed by colleges after 5:00 pm on this date	1/13	2/7	4/12	6/12	9/11	10/6
Deadline for Academic, Fiscal and Personnel Addendum material due by noon on this date. <u>All personnel items for Addendum must be entered into CUNY First, and Hourig notified to check [✓] addendum entries by this deadline</u>	1/17	2/7	4/18	6/13	9/12	10/10
Hourig publishes addendum report latest by 2:00 pm on this date	1/19	2/9	4/20	6/15	9/14	10/12
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	1/19	2/9	4/20	6/15	9/14	10/12
Deadline for Academic, Fiscal and Personnel Errata material due to <u>Hourig</u> by noon on this date	1/24	2/14	4/25	6/20	9/19	10/17
Hourig publishes errata report latest by 2:00 pm on this date	1/26	2/16	4/27	6/22	9/21	10/19
Academic, Fiscal, Personnel and legal reviewer certifications due by email to Hourig Messerlian/copy to Dave Fields by 5:00 pm on this date	1/26	2/16	4/27	6/22	9/21	10/19
Presidential certification for ALL sections due to Anthony Vargas by 5:00 p.m. on this date	1/26	2/16	4/27	6/22	9/21	10/19
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	1/26	2/16	4/27	6/22	9/21	10/19
Board Meeting date	1/30	2/21	5/1	6/26	9/25	10/23
Table Document (if any) is published on or after 4:30 pm on this date	1/30	2/21	5/1	6/26	9/25	10/23
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	1/31	2/22	5/2	6/27	9/26	10/24