

THE CHANCELLOR'S UNIVERSITY REPORT ONLINE - R E V I S E D 2017 MASTER EVENT TIMELINE FOR →	OCT 2017	NOV 2017
Earliest effective date for all <u>retroactive</u> personnel actions (except for Bylaw Waivers)	7/1	10/1
Deadline for campus submission of materials for approval by CFSA to Eileen Hawkins/OHRM by 5:00 p.m. on this date	9/5	10/9
Deadline for approval of grants and gifts material to <a href="mailto:ivan.nunez@mail.cuny.edu">ivan.nunez@mail.cuny.edu</a> by 5:00 pm on this date	9/14	10/24
Reet Rani prepares Academic Matters placeholders latest by 5:00 pm on this date	9/21	10/31
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>	9/21	10/31
Cut-off for Academic Matters/Fiscal Matters sections entries to Stellent by 5:00 pm on this date	9/28	11/7
<b>Board Committees meet on this date</b>	<b>10/2</b>	<b>11/13</b>
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>	10/4	11/14
Personnel Matters/CUNY First entries cut-off at 2:00 pm on this date. <ul style="list-style-type: none"> <li>All actions must have passed campus and OHRM reviews</li> <li>All ECP actions for VPs and above HAVE to appear in the Addendum. To ensure that these actions do not appear in the main report, <u>notify Hourig to check [✓] off the addendum box before this deadline</u></li> </ul>	10/4	11/14
Conversion from CUNY First to Stellent is completed, and Personnel Matters content appears with draft disclaimer in <u>Preview</u> and <u>Trustee</u> modules by EOB on this date	10/6	11/16
Deadline for Academic, Fiscal and Personnel Addendum entries by EOB on this date. <ul style="list-style-type: none"> <li>Documentation from OHRM for all Addendum entries is due by EOB on this date.</li> <li>To ensure that personnel actions appear in the Addendum report, <u>notify Hourig to check [✓] off the addendum box before this deadline</u></li> </ul>	10/10	11/20
<u>Hourig publishes addendum report latest by 2:00 pm on this date</u>	10/12	11/22
Main report sections and addendum report published in <u>Preview</u> and <u>SSO</u> modules with draft <u>disclaimer</u> by EOB on this date	10/12	11/22
Deadline for Academic, Fiscal and Personnel Errata entries by EOB on this date. <u>Notify Hourig of your entries</u>	10/17	11/28
<u>Hourig publishes errata report latest by 2:00 pm on this date</u>	10/19	11/30
Academic, Fiscal, Personnel and legal <u>reviewer certifications</u> due by email to Hourig Messerlian by EOB on this date	10/19	11/30
Presidential certification for ALL sections due to <a href="mailto:Hourig.messerlian@cuny.edu">Hourig.messerlian@cuny.edu</a> by EOB on this date – <u>please scan and email pdf document. Do not fax or use intercampus mail.</u>	10/19	11/30
Main report sections, addendum and errata reports published in <u>Preview</u> and <u>SSO</u> modules with draft <u>disclaimer</u> by EOB on this date	10/19	11/30
<b>Board Meeting date</b>	<b>10/23</b>	<b>12/4</b>
Table Document (if any) is published on or after 4:30 pm on this date	10/23	12/4
The entire report (including Table Document) is in the <u>Preview</u> , and <u>SSO</u> modules with the <u>draft disclaimer removed</u> by 9:00 am on this date	10/24	12/5