2018 EVENT TIMELINE FOR THE CHANCELLOR'S UNIVERSITY REPORT ONLINE	JAN./FEB. 2018	FEB./MAR. 2018	APR./MAY 2018	JUNE 2018	OCT. 2018	NOV./DEC. 2018
Earliest effective date for all retroactive personnel actions (except for Bylaw Waivers)	11/1/17	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	12/18/17	1/29	3/19	5/7	9/10	10/22
Deadline for approval of grants and gifts material by email to ivan.nunez@mail.cuny.edu, by 5:00 pm on this date	12/20/17	1/30	3/19	5/7	9/11	10/22
Reet Rani prepares Academic Matters placeholders latest by **5:00 pm** on this date	12/27/17	2/6	3/26	5/14	9/18	10/29
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	12/27/17	2/6	3/26	5/14	9/18	10/29
Cut-off for Academic Matters/Fiscal Matters sections entries to Stellent by 5:00 pm on this date	1/3	2/13	4/2	5/21	9/25	11/5
Board Committees meet on this date	1/17	2/26	4/16	6/4	10/9	11/19
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	1/19	2/28	4/18	6/6	10/11	11/21
Personnel Matters/CUNY First entries cut-off at 2:00 pm on this date. • All actions must have passed campus and OHRM reviews • 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, notify Hourig to check [ ] off the addendum box before this deadline	1/22	3/2	4/20	6/8	10/15	11/27
Conversion from CUNYfirst to Stellent is completed, i.e., Personnel Matters content appears with draft disclaimer in Preview module **by 5:00 pm** on this date	1/23	3/6	4/24	6/12	10/17	11/28
Personnel Matters sections can be viewed on the CUR online after 5:00 pm on this date	1/23	3/6	4/24	6/12	10/17	11/28
Deadline for Academic, Fiscal and Personnel Addendum entries by noon on this date. • Documentation from OHRM for all Addendum entries is due by noon on this date. • To ensure that personnel actions appear in the Addendum report, notify Hourig to check [ ] off the addendum box before this deadline	1/24	3/7	4/25	6/13	10/17	11/28
Hourig publishes addendum report latest by 2:00 pm on this date	1/26	3/9	4/27	6/15	10/19	11/30
Main report sections and addendum report published in Preview and SSO modules with draft disclaimer by 5:00 pm on this date	1/26	3/9	4/27	6/15	10/19	11/30
Deadline for Academic, Fiscal and Personnel Errata material due to Hourig by noon on this date	1/30	3/13	5/1	6/19	10/23	12/4
Hourig publishes errata report latest by 2:00 pm on this date	2/1	3/15	5/3	6/21	10/25	12/6
Main report sections, addendum and errata reports published in Preview and SSO modules with draft disclaimer by 5:00 pm on this date	2/1	3/15	5/3	6/21	10/25	12/6
Academic, Fiscal, and Personnel reviewer certifications due to Hourig.messerlian@cuny.edu by 5:00 pm on this date	2/2	3/16	5/4	6/22	10/26	12/7
Presidential certification for ALL sections due to Hourig.messerlian@cuny.edu by 5:00 pm on this date – please scan and email pdf document. Please do not fax or send by intercampus mail.	2/2	3/16	5/4	6/22	10/26	12/7
Board Meeting date	2/5	3/19	5/7	6/25	10/29	12/10
Table Document (if any) is published on or after 4:30 pm on this date	2/5	3/19	5/7	6/25	10/29	12/10
The entire report (including Table Document) is in the Preview, and SSO modules with the draft disclaimer removed by 9:00 am on this date	2/6	3/20	5/8	6/26	10/30	12/11

11/6/2017