

Teaching Instructional Staff and Graduate Assistant Dates
2024-2025 Academic Year

Please refer to the dates below when entering appointments and leaves of absence into CUNYfirst, and share this information with the appropriate staff on your campus.

Appointments and Reappointments

Full-time faculty appointments and reappointments for the 2023-2024 academic year end on **August 27, 2024**. Initial appointments and reappointments for full-time faculty members for the 2024-2025 academic year are effective on **August 28, 2024**, and full-time faculty members will be available for professional assignments effective on that date. This provision also applies to substitute faculty hired at the beginning of the fall 2024 semester.

A full-time faculty member whose appointment commences at the beginning of the spring 2025 semester will have one month of annual leave earned by working in the spring semester pro-rated at 50% over the months of July and August, 2025. The full-time faculty member will remain on payroll during those months at 50% pay and maintain health insurance coverage during those months. This provision does not apply to substitute faculty.

Tenure, Promotion and Certificate of Continuous Employment (CCE)

All regular recommendations for tenure will be effective **September 1**. Faculty promotions and attainment of a Certificate of Continuous Employment (CCE) will be effective **August 28, 2024**. Faculty receiving tenure and promotion should have both dates recorded in CUNYfirst. Salary step increases given upon promotion are effective **August 28, 2024**.

Academic Leaves

Fellowship Leaves or Scholar Incentive Awards for the full year commence on **August 28, 2024** and end on **August 24, 2025**. Fellowship Leaves or Scholar Incentive Awards for the fall 2024 semester begin on **August 28, 2024** and end on **January 24, 2025**. The first day of classes in the spring 2025 semester is **January 25, 2025**. An employee on a Fellowship Leave or a Scholar Incentive Award that is only for the fall 2024 semester will receive full vacation pay for the month of July 2025. The period from **August 1, 2025**, through **August 24, 2025**, will be paid at the same percentage rate of the employee's regular pay the employee received for the fall 2025 semester. Fellowship Leaves or Scholar Incentive Awards for the spring 2025 semester will commence on **January 28, 2025**, and continue through **June 30, 2025**. The month of July 2025 will be paid at the same percentage rate of the regular pay the employee received for the spring 2025 semester. The employee will receive full pay for the period **August 1, 2025**, through **August 24, 2025**.

Leaves of Absence

Leaves of absence without pay for the academic year shall commence on **August 28, 2024** and have a terminal date of **August 24, 2025**. Leaves of absence without pay for the fall 2024 semester commence on **August 28, 2024**, and have a terminal date of **January 24, 2025**. Leaves of absence without pay for the spring 2025 semester commence on **January 25, 2025** and have a terminal date of **June 30, 2025**. Full-time faculty members with a leave of absence without pay for either the fall 2024 or the spring 2025 semester will remain on payroll through July and August, 2025, but be paid for those months at 50% of their normal bi-weekly rate. These employees will maintain their health insurance benefits during the summer months. Full-time faculty with a leave of absence without pay that spans both the fall 2024 and spring 2025 semesters are not eligible for annual leave during the months of July and August, 2025.

Travia Leave, Non-Reappointment and Resignations

Members of the teaching instructional staff who are on Travia Leave for the fall 2024 semester will have a terminal date of **January 24, 2025**. Members of the teaching instructional staff who are on Travia Leave for the spring 2025 semester have a terminal date of **August 24, 2025**. A full-time faculty member who resigns after the fall 2024 semester and a full-time substitute faculty member who worked the entire fall semester, but who will not be employed by the City University in the spring 2025 semester in a full-time capacity, will be on annual leave for one month after the end of the fall 2024 semester (through **February 28, 2025**). Members of the teaching instructional staff who are not reappointed or who resign after working the entire academic year shall have a terminal date of **August 24, 2025**.

Graduate Assistants

Graduate Assistant appointments and reappointments for the 2023-2024 academic year end on **August 26, 2024**. To ensure continuous service, initial appointments and reappointments for graduate assistants for the 2024-2025 academic year are effective from **August 27, 2024** to **August 26, 2025** and **August 27, 2025** to **August 26, 2026** for the 2025-2026 academic year.

Winter Session

Classes begin **January 2, 2025** and end on **January 23, 2025**. For purposes of calculating faculty workload for the fall semester, winter session is included in the fall semester.

Summer Session

Classes begin **May 27, 2025** and end on **August 19, 2025**.