

**Reappointment/Non-Reappointment Notification Dates for Instructional Staff Serving in  
PSC-Represented Titles**

**April 1**

- Instructional Staff hired effective September 1 on an annual basis in tenure-bearing and certificate-bearing titles (other than employees in the HEO series and in the Hunter College Campus Schools) and Instructors, in their first year of service – for their first reappointment (Sec. 10.1(a)1)
- Lecturers in their second year of service – for their second reappointment (Sec. 10.1(a)2)
- Teachers hired on an annual basis in tenure-bearing titles in the HCCS in their second or later years of continuous service – for their second and subsequent reappointments (Sec. 10.4.b))
- HEO series employees (except for those HEO series employees who first assumed their position at a given college on or after October 1 of the preceding year) (Sec. 13.13)
- Excluded members of the Instructional Staff in tenure-bearing and certificate-bearing titles in their first year of service (1974 David Newton memo)
- Excluded members of the Instructional Staff in tenure-bearing and certificate-bearing titles in their second year of service, if original appointment was on or after October 1 (1974 David Newton memo)

**May 1**

- Instructional Staff hired effective February 1 on an annual basis in tenure-bearing and certificate-bearing titles (other than employees in the HEO series and in the Hunter College Campus Schools) and Instructors, in their first year of service – for their first reappointment (Sec. 10.1(a)1)
- Persons hired in Institutes and Centers (Sec. 10.1(a)1)
- Persons reappointed as the direct result of a proceeding resolving a grievance or complaint under Article 20 (*i.e.*, reappointments pursuant to Step I/II decisions, arbitration awards, settlement agreements, select faculty committee recommendations) (Sec. 10.1(a)2)

- All other members of the Instructional Staff for whom notification dates are not otherwise specified (*e.g.*, Clinical Professors, Distinguished Lecturers, Research Assistants, Research Associates, College Physicians), in their second and subsequent years of service (Sec. 10.1(b)2)
- Teachers in the HCCS hired effective September 1 on an annual basis in tenure-bearing titles in their first year of service – for their first reappointment (Sec.10.4.a))
- HEO series employees who first assumed their position at a given college on or after October 1 of the preceding year (for first reappointment only) (Sec. 13.13)
- Excluded members of the Instructional Staff in HEO series titles in their second and subsequent years of service (1974 David Newton memo)

### **May 15**

**Adjuncts serving in the Spring 2022 semester should be notified on or before May 13<sup>th</sup>. May 15, 2022, falls on a Sunday.**

- Adjuncts hired on a semester basis, serving in the Spring semester – for the following Fall semester (Sec. 10.1(a)3)
- Long-term Adjuncts<sup>1</sup> – for appointment for both the following Fall and Spring semesters (Sec. 10.1(a)3, para.2)
- Three-year Adjuncts – for appointment for a three-year period (Appendix E, section 2)

### **June 1**

- All other members of the Instructional Staff for whom notification dates are not otherwise specified (*e.g.*, Clinical Professors, Distinguished Lecturers, Research Assistants, Research Associates, College Physicians), in their first year of service (Sec. 10.1(b)1)
- Excluded members of the Instructional Staff in HEO series titles in the first year (or partial year) of service (1974 David Newton memo)

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<sup>1</sup> A long-term adjunct is defined as one who has served as an adjunct in the same department of the college for not fewer than six consecutive semesters (exclusive of summer sessions) during the three year period immediately preceding the appointment. There is no break in adjunct service if substitute service intervenes; the substitute service bridges the adjunct service for purposes of calculating the six semesters, per section 10.1 (a) 3.

## **July 1**

– CLIP and CUNY Start Instructors hired on an annual basis. (Appendix D, Sec. 7).

## **December 1**

– Instructional Staff hired on an annual basis in tenure-bearing and certificate-bearing titles (other than employees in the HEO series, Lecturers in their second year, employees in the HCCS, persons hired in Institutes and Centers, and persons reappointed as the direct result of a proceeding resolving a grievance or complaint under Article 20) and Instructors, in their second or later years of continuous service – for their second and subsequent reappointments (Sec. 10.1(a)2)

– Adjuncts hired on a semester basis, serving in the Fall semester – for the following Spring semester (Sec. 10.1(a)3)

– Excluded members of the Instructional Staff in tenure-bearing and certificate-bearing titles in their second and subsequent years of service, if original appointment is before October 1 (1974 David Newton memo)

Excluded members of the Instructional Staff in tenure-bearing and certificate-bearing titles in their third and subsequent years of service, if original appointment was on or after October 1 (1974 David Newton memo). (Please note that excluded members of the Instructional Staff in tenure-bearing and certificate-bearing titles have an April 1 notification date in their first and second year of service, if original appointment was on or after October 1.)

### **CAVEATS:**

Despite some vagaries in the contract language pertaining to notice for employees in the HEO series titles, the Colleges are cautioned to make certain that notices of non-reappointment are sent in time to be *received* prior to the above-referenced notification deadlines for employees in any of the Instructional Staff titles. The Colleges are further cautioned to make certain that they can *prove* that the notices were sent in a timely manner. Late notice or mis-delivered notice may result in a constructive reappointment. It, accordingly, may be advisable to send the notice by more than one method. (The Colleges are cautioned not to rely exclusively upon certified mail, return receipt requested, as employees may choose not to pick up certified mail, and not to plan on last minute personal service, as employees have been known to absent themselves just prior to notification deadlines.)

To the extent that there are any inconsistencies between the schedules set forth in this memorandum and the terms of the collective bargaining agreement, the collective bargaining agreement governs.

03/18/2022