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TO: John Jay College Community
FROM: Oswald E. Fraser, AVP for Administration
DATE: August 16, 2024
SUBJECT: HEO & Classified Staff Committees Meeting & Submission Schedule – AY 24-25

MEETING DATE	SUBMISSION DEADLINE
Tuesday, October 29, 2024	Monday, September 23, 2024
Tuesday, December 3, 2024	Monday, October 28, 2024
Tuesday, January 7, 2025	Monday, December 2, 2024
Tuesday, February 11, 2025	Monday, January 6, 2025
Tuesday, March 18, 2025	Monday, February 10, 2025
Tuesday, April 22 2025	Monday, March 17, 2025

All actions for consideration by the respective committee **must** be sent to the specific email listed below, on or before the respective submission deadline (see meeting schedule above).

- HEO Screening Committee is HEOCOMMITTEE@jjay.cuny.edu
- Classified Staff Committee is CLASSIFIEDSTAFFCOMMITTEE@jjay.cuny.edu.

If you have any questions or concerns, do not hesitate to contact me at ofraser@jjay.cuny.edu.

Note, this information is also posted on our HR webpage.