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TO: John Jay College Community

FROM: Oswald E. Fraser, AVP for Administration

DATE: August 21, 2025

SUBJECT: HEO & Classified Staff Committees Meeting & Submission Schedule – AY 25-26

MEETING DATE	SUBMISSION DEADLINE
Tuesday, October 28, 2025*	Monday, September 22, 2025
Tuesday, December 2, 2025	Monday, October 27, 2025
Tuesday, Jan 13, 2026*	Monday, December 8, 2025
Tuesday, Feb 17, 2026	Monday, Jan 12, 2026
Tuesday, Mar 24, 2026*	Monday, Feb 16, 2026
Tuesday, April 28, 2026	Monday, March 23, 2026
Tuesday, June 2, 2026*	Monday, April 27, 2026

*Reclassifications will only be considered at these meetings.

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.