

Adjunct Workload Management Office Calendar for Departments/Dean's Offices – FALL 2023 Semester

NOTE: Please submit any workload revisions weekly to assure timely and accurate payment.

July 13 – Deadline for all instructor assignments entered into CUNY first to assure on time payment. Departments submit CUNY first workloads and/or MMT files to Deans' Assistants. Adjunct hired after this date should be informed that they will likely not be paid the first pay period but will receive payment for both pay periods in the second pay period payment.

JULY 24 - Deans' Assistants upload MMT files generated by CUNY first instructor assignments to the S: drive. Spreadsheets for all adjunct faculty due to Adjunct Workload Management Office – submitted by Deans' Assistants.

August 3 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

August 10 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

August 18 - AWMO uploads Fall 2023 packets ON-LINE and email to chairs.

August 24 – Begin creating PAFs for adjunct CLTs and NTAs in PR Assist when hired.

August 25 – Depts. confirm all Fall 2023 Adjunct CLTs and NTA PAFs have been created in PR Assist.

August 25 – Summary table of additional workload revisions from Deans' Assistants due to AWMO.

August 28 - Approved adjunct CLT and NTA time sheets due in PR Assist for 8/13/23 – 8/26/23 pay period.

September 1 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

September 5 – August Faculty Service Report Due to AWMO

September 5 - Adjunct Professional Hour forms due to AWMO.

September 5 - CUNY Adjunct Instructional Staff and Graduate Assistant Workload Declaration forms (Multiple Position forms for Adjuncts and GAs) due to Dean's Assistants.

September 7 - First pay date for Adjunct Faculty

September 8 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

September 11 - Approved adjunct CLT and NTA time sheets due in PR Assist for 8/27/23 – 9/09/23 pay period.

September 15 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

September 21 - Second pay date for Adjunct Faculty

September 22 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

September 25 - Approved adjunct CLT and NTA time sheets due in PR Assist for 9/10/23 – 9/23/23 pay period.

September 29 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

October 3 – September Faculty Service Reports due to AWMO.

October 5 - Third pay date for Adjunct Faculty

October 6 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

October 10 - Approved adjunct CLT and NTA time sheets due in PR Assist for 9/24/23 – 10/07/23 pay period.

October 13 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

October 16 - Memo reminder about re-appointment and non-reappointment letters sent by AWMO to Chairs.

October 19 - Fourth pay date for Adjunct Faculty

October 20 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

October 23 - Approved adjunct CLT and NTA time sheets due in PR Assist for 10/08/23 – 10/21/23 pay period.

October 27 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

November 2 - Fifth pay date for Adjunct Faculty

November 3 - October Faculty Service Reports due to AWMO.

November 3 – Requests for semester non-reappointment letters and projected Spring 2024 workload hours due to the AWMO.

November 3 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

November 6 - Approved adjunct CLT and NTA time sheets due in PR Assist for 10/22/23 – 11/04/23 pay period.

November 10 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

November 13 - Due date for Chairs to submit to the AWMO the list of non-re-appointees with documented justification.

November 16 - Sixth pay date for Adjunct Faculty

November 17 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

November 20 - Approve adjunct CLT and NTA time sheets due in PR Assist for 11/05/23 – 11/18/23 pay period.

November 23 – November 26 - College Closed (Thurs – Sun).

November 30 - Seventh pay date for Adjunct Faculty

December 1 - Summary table of additional workload revisions from Deans' Assistants due to AWMO

December 4 – November Faculty Service Report due to AWMO.

December 4 - Approved adjunct CLT and NTA time sheets due in PR Assist for 11/19/23 – 12/02/23 pay period.

December 8 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

December 14 - Eight pay date for Adjunct Faculty

December 15 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

December 18 - Approved adjunct CLT and NTA time sheets due in PR Assist for 12/03/23 – 12/16/23 pay period.

December 22 - December Faculty Service Reports due to AWMO.