

**Adjunct Workload Management Office Calendar for Departments/Dean's Offices**  
**FALL 2024 Semester**

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

**July 1 – 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 15 - 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 1- Summary table of additional workload revisions from Deans' Assistants due to AWMO.

August 16 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

August 16 - AWMO uploads Fall 2024 packets ON-LINE and email to chairs.

August 26 – Begin creating PAFs for adjunct CLTs and NTAs in PR Assist when hired.

August 26 – Approved adjunct CLT and NTA time sheets due in PR Assist for 8/11/24 – 8/24/24 pay period.

August 28 – Depts. confirm all Fall 2024 Adjunct CLTs and NTA PAFs have been created in PR Assist.

August 30 – Summary table of additional workload revisions from Deans' Assistants due to AWMO.

September 4 – August Faculty Service Report 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 5 - First pay date for Adjunct Faculty**

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

September 9 - Approved adjunct CLT and NTA time sheets due in PR Assist for 8/25/24 – 9/07/24 pay period.

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

September 13 - Adjunct Professional Hour forms due to AWMO.

**September 19 - Second pay date for Adjunct Faculty**

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

September 23 - Approved adjunct CLT and NTA time sheets due in PR Assist for 9/08/24 – 9/21/24 pay period.

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

October 2 – September Faculty Service Reports due to AWMO.

**October 3 - Third pay date for Adjunct Faculty**

October 4 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

October 7 - Approved adjunct CLT and NTA time sheets due in PR Assist for 9/22/24 – 10/05/24 pay period.

October 11 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

October 15 - Memo reminder about re-appointment and non-reappointment letters sent by AWMO to Chairs.

### **October 17 - Fourth pay date for Adjunct Faculty**

October 18 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

October 21 - Approved adjunct CLT and NTA time sheets due in PR Assist for 10/06/24 – 10/19/24 pay period.

October 25 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

### **October 31 - Fifth pay date for Adjunct Faculty**

November 4 - October Faculty Service Reports due to AWMO.

November 4 - Approved adjunct CLT and NTA time sheets due in PR Assist for 10/20/24 – 11/02/24 pay period.

November 4 – Requests for semester non-reappointment letters and projected Spring 2025 workload hours due to the AWMO.

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

**November 11 - Due date for Chairs to submit to the AWMO the list of non-re-appointees with documented justification.**

### **November 14 - Sixth pay date for Adjunct Faculty**

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

November 18 - Approve adjunct CLT and NTA time sheets due in PR Assist for 11/03/24 – 11/16/24 pay period.

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

November 28 – December 1 - College Closed (Thurs – Sun).

### **November 28 - Seventh pay date for Adjunct Faculty**

December 2 - Approved adjunct CLT and NTA time sheets due in PR Assist for 11/17/24 – 11/30/24 pay period.

December 3 – November Faculty Service Report due to AWMO.

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

### **December 12 - Eight pay date for Adjunct Faculty**

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

December 16 - Approved adjunct CLT and NTA time sheets due in PR Assist for 12/01/24 – 12/14/24 pay period.

December 23 - December Faculty Service Reports due to AWMO.