

## **Adjunct Workload Management Office Calendar for Departments/Dean's Offices – SPRING 2024 Semester**

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

**December 8 – 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.**

**December 18 - 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.**

January 12 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

January 19 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

January 19 - AWMO uploads SPRING 2024 packets ON-LINE and emails to chairs.

January 22 – Begin creating PAFs for adjunct CLTs and NTAs in PR Assist when hired.

January 22 – Depts. confirm all Fall 2023 Adjunct CLTs and NTA PAFs have been separated and all Spring 2024 have been created in PR Assist.

January 26 – Summary table of additional workload revisions from Deans' Assistants due to AWMO.

January 29 - Approved adjunct CLT and NTA time sheets due in PR Assist for 1/14/24 – 1/27/24 pay period.

February 2 – January Faculty Service Report Due to AWMO.

February 2 - CUNY Adjunct Instructional Staff and Graduate Assistant Workload Declaration forms (Multiple Position forms for Adjuncts and GAs) due to Dean's Assistants.

February 2 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

### **February 8 - First pay date for Adjunct Faculty**

February 9 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

February 13 - Approved adjunct CLT and NTA time sheets due in PR Assist for 1/28/24 – 2/10/24 pay period.

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

February 16 - Adjunct Professional Hour form, due to AWMO

### **February 22 - Second pay date for Adjunct Faculty**

February 23 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

February 26 - Approved adjunct CLT and NTA time sheets due in PR Assist for 2/11/24 – 2/24/24 pay period.

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

March 4 – February Faculty Service Reports due to AWMO.

### **March 7 - Third pay date for Adjunct Faculty**

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

March 11 - Approved adjunct CLT and NTA time sheets due in PR Assist for 2/25/24 – 03/9/24 pay period.

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

March 18 - Memo reminder about re-appointment and non-reappointment letters sent by AWMO to Chairs.

### **March 21 - Fourth pay date for Adjunct Faculty**

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

March 25 - Approved adjunct CLT and NTA time sheets due in PR Assist for 03/10/24 – 03/23/24 pay period.

March 28 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

April 2 - March Faculty Service Reports due to AWMO.

April 2 – Requests for semester non-reappointment letters and projected Fall 2024 workload hours due to the AWMO.

### **April 4 - Fifth pay date for Adjunct Faculty**

April 5 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

April 8 - Approved adjunct CLT and NTA time sheets due in PR Assist for 03/24/24 – 04/06/24 pay period.

April 12 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

**April 15 - Due date for Chairs to submit to the AWMO the list of non-re-appointees with documented justification.**

### **April 18 - Sixth pay date for Adjunct Faculty**

April 19 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

April 22 - Approve adjunct CLT and NTA time sheets due in PR Assist for 04/07/24 – 04/20/24 pay period.

**April 22 – April 30 (Monday – Tuesday) SPRING RECESS – NO CLASSES SCHEDULE.**

April 26 – Summary table of additional workload revisions from Deans' Assistants due to AWMO

May 2 – April Faculty Service Report due to AWMO.

### **May 2 - Seventh pay date for Adjunct Faculty**

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

May 6 - Approved adjunct CLT and NTA time sheets due in PR Assist for 04/21/24 – 05/04/24 pay period.

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

### **May 16 - Eight pay date for Adjunct Faculty**

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

May 20 - Approved adjunct CLT and NTA time sheets due in PR Assist for 05/05/24 – 05/18/24 pay period.

May 24 - May Faculty Service Reports due to AWMO.