

## **Adjunct Workload Management Office Calendar for Departments/Dean's Offices – SPRING 2025 Semester**

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

**December 6 – 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 17 - 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 10 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

. January 13 - AWMO uploads SPRING 2025 packets ON-LINE and emails to chairs.

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

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

January 24 – Depts. confirm all Fall 2024 Adjunct CLTs and NTA PAFs have been separated and all Spring 2025 have been created in PR Assist.

January 24 – Summary table of additional workload revisions from Deans' Assistants due to AWMO.

January 27 - Approved adjunct CLT and NTA time sheets due in PR Assist for 1/12/25 – 1/25/25 pay period.

February 4 – January Faculty Service Report Due to AWMO.

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

### **February 6 - First pay date for Adjunct Faculty**

February 7 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

February 10 - Approved adjunct CLT and NTA time sheets due in PR Assist for 1/26/25 – 2/08/25 pay period.

February 14 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

February 14 - Adjunct Professional Hour form, due to AWMO

### **February 20 - Second pay date for Adjunct Faculty**

February 21 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

February 24 - Approved adjunct CLT and NTA time sheets due in PR Assist for 2/09/25 – 2/22/25 pay period.

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

March 4 – February Faculty Service Reports due to AWMO.

### **March 6 - Third pay date for Adjunct Faculty**

March 7 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

March 10 - Approved adjunct CLT and NTA time sheets due in PR Assist for 2/23/25 – 03/08/25 pay period.

March 14 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

**March 17 - Memo reminder about re-appointment and non-reappointment letters sent by AWMO to Chairs.**

**March 20 - Fourth pay date for Adjunct Faculty**

March 21 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

March 24 - Approved adjunct CLT and NTA time sheets due in PR Assist for 03/09/25 – 03/22/25 pay period.

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

April 3 - March Faculty Service Reports due to AWMO.

**April 3 – Requests for semester non-reappointment letters and projected Fall 2025 workload hours due to the AWMO.**

**April 3 - Fifth pay date for Adjunct Faculty**

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

April 7 - Approved adjunct CLT and NTA time sheets due in PR Assist for 03/23/25 – 04/05/25 pay period.

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

**April 12 – April 20 (Saturday – Sunday) SPRING RECESS – NO CLASSES SCHEDULE.**

**April 14 - Due date for Chairs to submit to the AWMO the list of non-re-appointees with documented justification.**

**April 17 - Sixth pay date for Adjunct Faculty**

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

April 21 - Approve adjunct CLT and NTA time sheets due in PR Assist for 04/06/25 – 04/19/25 pay period.

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

**May 1 - Seventh pay date for Adjunct Faculty**

May 2 – April Faculty Service Report due to AWMO.

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

May 5 - Approved adjunct CLT and NTA time sheets due in PR Assist for 04/20/25 – 05/03/25 pay period.

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

**May 15 - Eight pay date for Adjunct Faculty**

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

May 19 - Approved adjunct CLT and NTA time sheets due in PR Assist for 05/04/25 – 05/17/25 pay period.

May 23 - May Faculty Service Reports due to AWMO.