

## **Adjunct Workload Management Office Calendar for Departments/Dean's Offices – SPRING 2026 Semester**

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

**December 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.**

**December 12 - 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 9 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

January 12 - AWMO uploads SPRING 2026 packets ON-LINE and emails to chairs.

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

January 23 – Begin creating PAFs for adjunct CLTs and NTAs in PR Assist when hired.

January 23 – Summary table of additional workload revisions from Deans' Assistants due to AWMO.

January 26 – Depts. confirm all **Fall 2025** Adjunct CLTs and NTA PAFs have been separated and all **Spring 2026** have been created in PR Assist.

January 26 - Approved adjunct CLT and NTA time sheets due in PR Assist for 1/11/26 – 1/24/26 pay period.

February 3 – 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 5 - First pay date for Adjunct Faculty**

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

February 9 - Approved adjunct CLT and NTA time sheets due in PR Assist for 1/25/26 – 2/07/26 pay period.

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

February 13 - Adjunct Professional Hour form, due to AWMO

### **February 19 - Second pay date for Adjunct Faculty**

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

February 23 - Approved adjunct CLT and NTA time sheets due in PR Assist for 2/08/26 – 2/21/26 pay period.

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

March 3 – February Faculty Service Reports due to AWMO.

### **March 5 - Third pay date for Adjunct Faculty**

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

March 9 - Approved adjunct CLT and NTA time sheets due in PR Assist for 2/22/26 – 03/07/26 pay period.

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

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

**March 19 - Fourth pay date for Adjunct Faculty**

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

March 23 - Approved adjunct CLT and NTA time sheets due in PR Assist for 03/08/26 – 03/21/26 pay period.

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

**April 1 – April 9 (Wednesday – Thursday) SPRING RECESS – NO CLASSES SCHEDULE.**

**April 2 – Fifth pay date for Adjunct Faculty**

April 3 - March Faculty Service Reports due to AWMO.

**April 3 – Requests for semester non-reappointment letters and projected Spring 2026 workload hours due to the AWMO.**

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

April 6 - Approved adjunct CLT and NTA time sheets due in PR Assist for 03/22/26 – 04/04/26 pay period.

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

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

**April 16 - Sixth pay date for Adjunct Faculty**

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

April 20 - Approve adjunct CLT and NTA time sheets due in PR Assist for 04/05/26 – 04/18/26 pay period.

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

**April 30 - Seventh pay date for Adjunct Faculty**

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

May 4 – April Faculty Service Report due to AWMO.

May 4 - Approved adjunct CLT and NTA time sheets due in PR Assist for 04/19/26 – 05/02/26 pay period.

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

**May14 - Eight pay date for Adjunct Faculty**

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

May 18 - Approved adjunct CLT and NTA time sheets due in PR Assist for 05/03/26 – 05/16/26 pay period.

May 28 - May Faculty Service Reports due to AWMO.