

Adjunct Appointment Timeline for Winter and Spring 2021

NEW: Winter and Spring 2021 reappointments will be preloaded into eAppointments for all adjuncts scheduled in CUNYfirst (excluding full-time overloads). Reappointments that are not preloaded into eAppointments can be entered manually.

October 22nd Departments notified to begin preparing Spring 2021 adjunct reappointment and non-reappointment lists.

November 9th eAppointments system opens for **Winter 2021**

Winter 2021 - Department Tasks

For Reappointments

- Review and adjust preloaded data as needed
- Enter into eAppointments
- Upload Workload forms to Dropbox

For New Appointments

- Send the list to HR (include email, title, salary).
- Enter into eAppointments
- Send "new hire packets" to adjuncts

November 16th eAppointments system opens for **Spring 2021**

Last day to submit reappointment/non-reappointment lists to HR

Spring 2021 - Department Tasks

For Reappointments

- Submit reappointment list to HR
- Review and adjust preloaded data as needed
- Enter into eAppointments
- Upload Workload and 210 forms to Dropbox

For New Appointments

- Send the list to HR (include email, title, salary)
- Enter into eAppointments
- Send "new hire packets" to adjuncts

November 23rd Last day to upload completed Winter and Spring 2021 "new hire packets" to HR Dropbox for processing prior to first payroll. **Late appointments may miss the first payroll.**

December 1st Contractual deadline for HR to send Adjunct reappointment and new hire offer letters.

January 22nd Last day to notify HR about closed Spring 2021 sections with appointed adjuncts. HR will notify the affected adjuncts **in writing** about changes in appointment status.