

**Adjunct Workload Management Office Calendar for Departments/Dean's Offices**  
**FALL 2025 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 10 - 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 15 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

August 15 - AWMO uploads Fall 2025 packets ON-LINE and email to chairs.

August 25 – Begin creating PAFs for adjunct CLTs and NTAs in PR Assist when hired.

August 25 – Approved adjunct CLT and NTA time sheets due in PR Assist for 8/10/25 – 8/23/25 pay period.

August 26 – Depts. confirm all Fall 2025 Adjunct CLTs and NTA PAFs have been created in PR Assist.

August 29 – Summary table of additional workload revisions from Deans' Assistants due to AWMO.

September 3 – August Faculty Service Report Due to AWMO.

September 3 - CUNY Adjunct Instructional Staff and Graduate Assistant Workload Declaration forms (Multiple Position forms for Adjuncts and GAs) due to Dean's Assistants.

**September 4 - First pay date for Adjunct Faculty**

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

September 8 - Approved adjunct CLT and NTA time sheets due in PR Assist for 8/24/25 – 9/06/25 pay period.

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

September 12 - Adjunct Professional Hour forms due to AWMO.

**September 18 - Second pay date for Adjunct Faculty**

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

September 22 - Approved adjunct CLT and NTA time sheets due in PR Assist for 9/07/25 – 9/20/25 pay period.

September 26 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

**October 2 - Third pay date for Adjunct Faculty**

October 3 – September Faculty Service Reports due to AWMO

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

October 6 - Approved adjunct CLT and NTA time sheets due in PR Assist for 9/21/25 – 10/04/25 pay period.

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

October 13 - Memo reminder about re-appointment and non-reappointment letters sent by AWMO to Chairs.

### **October 16 - Fourth pay date for Adjunct Faculty**

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

October 20 - Approved adjunct CLT and NTA time sheets due in PR Assist for 10/05/25 – 10/18/25 pay period.

October 24 - Summary table of additional workload revisions from Deans' Assistants due to AWMO.

### **October 30 - Fifth pay date for Adjunct Faculty**

November 3 - October Faculty Service Reports due to AWMO.

November 3 - Approved adjunct CLT and NTA time sheets due in PR Assist for 10/19/25 – 11/01/25 pay period.

November 4 – Requests for semester non-reappointment letters and projected Spring 2026 workload hours due to the AWMO.

November 7 - 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 13 - Sixth pay date for Adjunct Faculty**

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

November 17 - Approve adjunct CLT and NTA time sheets due in PR Assist for 11/02/25 – 11/15/25 pay period.

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

November 27 – November 30 - College Closed (Thurs – Sun).

### **November 26 - Seventh pay date for Adjunct Faculty**

December 1 - Approved adjunct CLT and NTA time sheets due in PR Assist for 11/16/25 – 11/29/25 pay period.

December 3 – November Faculty Service Report due to AWMO.

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

### **December 11 - Eight pay date for Adjunct Faculty**

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

December 15 - Approved adjunct CLT and NTA time sheets due in PR Assist for 11/30/25 – 12/13/25 pay period.

December 23 - December Faculty Service Reports due to AWMO.