

Faculty Contract Processing Calendar

June

June 1 Departments & Business Service Center submit Contract Addition eForms to add the 2nd summer contract (if necessary) for any faculty member
(Tenure/Tenure-Track & Fixed Term Track)

NLT June 15 Faculty Personnel Services reviews and approves the Contract Additions eForm, adding the 2nd summer contract (if necessary) for any faculty member
(Tenure/Tenure-Track & Fixed Term Track)

Fall Semester Preparation

The Fall Contract Period is 9/1-1/15 or 9/1-5/31

June 15 Departments & Business Service Centers begin submitting Appointment eForms for brand new recruited faculty member's August Contract
(Tenure/Tenure Track & Fixed Term Track)

July

July 1 Faculty Personnel Services reviews & approving Appointment eForms for newly hired faculty member's August Contracts
(Tenure/Tenure Track & Fixed Term Track)

July 2-July 31 Departments & Business Service Centers submits additional request for newly hired faculty (Office Keys, Card Swipe Access, Network Folders, Printers etc)
(Tenure/Tenure Track & Fixed Term Track)

July 15 Departments & Business Service Center submit the following requests:

- Contract Addition eForms to add the 3rd summer contract (if necessary) for any faculty member - (Tenure/Tenure-Track & Fixed Term Track)

Mid-Late July The Budget Office will add the upcoming year's budget into PeopleSoft.

After Budget Upload Departments & Business Service Center submit the following requests:

- Contract Addition eForms to add the Academic Year Renewable Contract to their newly hired faculty members - (Tenure/Tenure Track & Fixed Term Track)

July 22 Deadline date of when names of new Full Time Fixed Term Track Faculty who will be attending the New Faculty Orientation (Bootcamp) are due to Faculty Personnel Services

NLT July 31 Faculty Personnel Services reviews and approves the Contract Additions eForm, adding the 3rd summer contract (if necessary) for any faculty member
(Tenure/Tenure-Track & Fixed Term Track)

August

Aug. 1 New Faculty Orientation (Bootcamp)

*Aug. 1 (Tentative based upon Budget Upload) Faculty Personnel Services starts reviewing & approving the Contract Addition eForms to add the Academic Year Renewable Contract to their newly hired faculty member
(Tenure/Tenure Track & Fixed Term Track)

Departments & Business Service Centers submit the following requests:

- Contract Addition eForms for current active faculty members, adding the next academic term's contract - (Tenure/Tenure Track & Fixed Term Track)
- Appointment-Rehire eForms to reappoint inactive faculty members for the upcoming academic term(s) - (Tenure/Tenure Track & Fixed Term Track)

Aug. 15 Faculty Personnel Services reviews and approves the following requests:

- Contract Addition eForms for current active faculty members, adding the next academic term's contract - (Tenure/Tenure Track & Fixed Term Track)
- Appointment-Rehire eForms to reappoint inactive faculty members for the upcoming

academic term(s) - (Tenure/Tenure Track & Fixed Term Track)

Aug. 15 College Points of Contact provide the Faculty Personnel Service team with a status update on any new faculty member recruited with an ABD (All But Dissertation) status.

September

Sept. 1 Faculty Pay Election Forms are Due to Faculty Personnel Services

November

Spring Semester Preparation Spring Semester Contract Period is 1/16-5/31

- Nov. 15 Departments & Business Service Centers submits the following requests:
- Appointment eForms for newly recruited faculty members - (Tenure/Tenure Track & Fixed Term Track)
 - Contract Addition eForms to add the spring contract to current active faculty members who only have an active fall contract - (Fixed Term Track)

December

- NLT Dec. 15 Faculty Personnel Services reviews and approves the following requests:
- Appointment eForm for newly recruited faculty members - (Tenure/Tenure Track & Fixed Term Track)
 - Contract Addition eForm adding the spring contract to for current active faculty who only have an active fall contract - (Fixed Term Track)

Prior to Winter Break Departments & Business Service Centers submits additional request for newly hired faculty (Office Keys, Card Swipe Access, Network Folders, Printers, etc) (Tenure/Tenure Track & Fixed Term Track)

March

Summer Semester Preparation Summer Semester Contract Period is 6/1-8/31

Mar. 1-31 Departments & Business Service Center begins to collect summer contract information from departmental faculty members (Tenure/Tenure-Track & Fixed Term Track)

April

April 1 Faculty Personnel Services sends the Faculty Pay election Information & Faculty Pay Election Form to all active faculty (Tenure/Tenure-Track & Fixed Term Track)

April 1-30 Departments & Business Service Center begins submitting Appointment eForms for the first contract of any faculty member teaching a summer course (Tenure/Tenure-Track & Fixed Term Track)

May

NLT May 22 Faculty Personnel Services reviews and approves the 1st summer contract on an Appointment eForm, activating the summer employment record of the faculty member and adding that payment period's contract (Tenure/Tenure-Track & Fixed Term Track)
