









## Adjunct Appointment Timeline –Winter and Spring 2026

**Note:** Reappointments will be preloaded into eAppointments for all adjuncts scheduled in CUNYfirst (excluding full-time overloads). Reappointments that are not preloaded into eAppointments need to be entered manually.

 = Department Deadline

- October 14<sup>th</sup>**  HRS makes available list of Adjuncts eligible for **Spring 2026** reappointments
- November 3<sup>rd</sup>**  Deadline to submit reappointment/non-reappointment list to HRS to meet the contractual notification deadline
- November 10<sup>th</sup>**  eAppointments system opens for Winter 2026
- November 17<sup>th</sup>**  eAppointments system opens for Spring 2026
- November 17<sup>th</sup>**  Last day to upload completed **Winter 2026 new hire packets** and workload forms to [Dropbox](#) for processing prior to first payroll. Late appointments may miss the first payroll.
- December 1<sup>st</sup>**  Last day for HRS to send reappointment and non-reappointment letters to adjuncts
- December 8<sup>th</sup>**  Last day to upload completed **Spring 2026 new hire packets**, workload form and 210 forms to [Dropbox](#) for processing prior to first payroll. Late appointments may miss the first payroll.
- January 16<sup>th</sup>**  Last day to notify HRS about adjunct offer withdrawals due to low enrollment

[CUNY Dropbox Tutorial](#)