




Adjunct Appointment Timeline –Summer and Fall 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

- March 13th**  HRS makes available list of Adjuncts eligible for **Fall 2026** reappointments
- April 6th**  eAppointments system opens for Summer 2026
- May 1st**  Last day to upload completed **Summer 2026 new hire packets** and workload forms to [Dropbox](#) for processing prior to first payroll. Late appointments may miss the first payroll.
- May 4th**  Deadline to submit reappointment/non-reappointment list to HRS to meet the contractual notification deadline
- May 29th**  Last day for HRS to send reappointment and non-reappointment letters to adjuncts
- June 8th**  eAppointments system opens for Fall 2026
- July 28th**  Last day to upload completed **Fall 2026 new hire packets**, workload form and 210 forms to [Dropbox](#) for processing prior to first payroll. Late appointments may miss the first payroll.
- August 17th**  Last day to notify HRS about adjunct offer withdrawals due to low enrollment

[CUNY Dropbox Tutorial](#)