

Adjunct Appointment Process Overview

Fall 2026

Agenda

- Overview of Adjunct Appointment/Reappointment Process
- PSC Contract Obligation
- Responsibilities of Department and Human Resource Services (HRS)
- Timeline and Important Deadline Dates
- Helpful Resources (BC Knowledge for Employees)
- Q & A
- Contacts for Help

Appointment Overview

The Agreement between The City University of New York and The Professional Staff Congress/CUNY requires that adjuncts must receive a letter of reappointment or non-reappointment by the contractual notification dates.

There are 3 types of Adjunct Appointments:

- 1-semester
- 2-semester
- 2-year (Multi-Year Appointment)

Multi-Year Appointment

- Current 3-year adjuncts shall remain in effect for the term of the appointment and subject to the terms of 2-year appointment.
- Current 3-year adjuncts will be eligible for consideration for a 2-year appointment at the conclusion of their 3-year appointment.

Adjunct Notification Deadline

- **Fall Semester Notifications:**

Must send to all adjuncts by the contractual **May 29th *** deadline date

- ***For Fall 2026 only**
- HRS sends notification letter to all adjuncts (1-semester, 2-semester, and 2-year adjuncts and non-reappointed adjuncts).

- **Spring Semester Notifications:**

Must send to all adjuncts by the contractual **December 1st** deadline date

- HRS sends notification letter to 1-semester adjuncts and non-reappointed adjuncts.

HRS Responsibilities

Fall Appointments:

Assess (for 2-year and 2-semester appointments) and provide department a spreadsheet list of adjuncts to make reappointment recommendations.

Spring Appointments:

Provide department a spreadsheet list of adjuncts to make reappointment recommendations.

HRS Responsibilities

(continued)

- Review recommendations from department and send appointment/non-reappointment letters
- Collaborate with ITS to upload into eAppointments based on reappointment lists (preload eAppointments)
 - ❖ Department **MUST** review appointments that are preloaded before entering appointments.

Department Responsibilities

- Review spreadsheet list of adjunct and make recommendations
- Return spreadsheet of Fall 2026 adjunct recommendations for reappointments and non-reappointments to HRS by **May 4th** deadline date
- Review and revise preloaded appointments

Timeline Summer & Fall 2026

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- 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

Important Deadline Dates Summer & Fall 2026



Human Resource Services
2900 Bedford Ave • Brooklyn, NY 11210-2889
Tel (718) 951-5137 • Fax (718) 951-4859

From: Human Resource Services

Subject: Payroll Submission Deadlines – Summer & Fall 2026

In an effort to ensure employees are paid accurately and on time, we are informing all departments of the **critical deadlines** for submitting payroll-related items to the Office of Human Resources Services.

Timely submission of materials is essential to meet payroll processing schedules. **Failure to meet the deadlines below may result in delayed payments to employees**, which can significantly impact their financial well-being.

Please review the schedule below and plan accordingly:

Summer 2026

Check Date	Submission Deadline - Department to HR
6/11/2026	5/5/2026
6/25/2026	5/19/2026
7/9/2026	6/2/2026
7/23/2026	6/16/2026
8/6/2026	6/30/2026

Fall 2026

Check Date	Submission Deadline - Department to HR
9/3/2026	7/28/2026
9/17/2026	8/11/2026
10/1/2026	8/25/2026
10/15/2026	9/8/2026
10/29/2026	9/22/2026
11/12/2026	10/6/2026
11/25/2026	10/20/2026
12/10/2026	11/3/2026

We appreciate your cooperation and partnership in supporting a seamless payroll process. If you have any questions or need assistance with these deadlines, please do not hesitate to contact our office.

Submitting a Cancellation

- Cancellation cannot be undone.
- If a cancellation is submitted *by mistake*, you need to cancel the entire appointment. This includes the original and all the revisions, if applicable. See example below for reference. Then submit a new appointment with a **DIFFERENT** control number.

For Example:

<u>Department</u>	<u>Control Number</u>	<u>Appointee's Name</u>	<u>Appointment Type</u>	<u>Form Last Status</u>	<u>Status Date</u>
	A 1034 SP25 C	C: _____ R: _____	Teaching adjunct reappointment	Payroll - Cancellation processed	03-13-2025
	A 1123 SP25	C: _____ R: _____	Teaching adjunct reappointment	Payroll - Processed	03-26-2025
	A 912 SP25 C	C: _____ R: _____	Teaching adjunct reappointment	Payroll - Cancellation processed	03-26-2025
	A 912 SP25 R C	C: _____ R: _____	Teaching adjunct reappointment	Payroll - Cancellation processed	03-26-2025

Submitting Appointment Hours/Professional Hours to an Existing eAppointments

15 paid office hours per semester	30 paid office hours per semester	45 paid office hours per semester
3 or more but fewer than 6 workload hours	6 or more but fewer than 9 workload hours	9 or more workload hours
45 to 89.5 appointment hours	90 to 134.5 appointment hours	135 or more appointment hours

Effective for **Summer Semester only**: If adjunct teaching 45 hours or less, no professional hours will be applied on appointment .

Submitting Appointment Hours/Professional Hours to an Existing eAppointments

(Continued)

15 paid office hours per semester	30 paid office hours per semester	45 paid office hours per semester
3 or more but fewer than 6 workload hours	6 or more but fewer than 9 workload hours	9 or more workload hours
45 to 89.5 appointment hours	90 to 134.5 appointment hours	135 or more appointment hours

Check off the box that reads:

“ The limit of 135 teaching and/or requirement for the professional hours is waived for this appointment. Just under the "(b) Regular Semester Hours"

Helpful Resource Links

Visit [BC Knowledge for Employees](#) for [Adjunct and other Instructional Hourly Staff Process Information](#)

- New Hire Documentation
- Reappointment forms and Required Documentation
- Multi-Year Appointments- FAQs
- eAppointments Guides
- Adjunct Pay Dates

Questions?

Contacts for Adjunct Questions

- Guadalupe Leal – guadalupe.leal@brooklyn.cuny.edu
- Debra Quashie – dquashie@brooklyn.cuny.edu

Brooklyn College