Adjunct Appointment Timeline - Winter and Spring 2027

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 13th — HRS makes available list of Adjuncts eligible for **Spring 2027** reappointments

November 2nd — Deadline to submit reappointment/non-reappointment list to HRS to meet the contractual notification deadline

November 10th — eAppointments system opens for **Winter 2027**

November 17th — eAppointments system opens for **Spring 2027**

December 1st — Last day to upload completed **Winter 2027** *new hire packets* and workload forms to Dropbox for processing prior to the first payroll (January 7, 2027). **Late appointments will not meet the first payroll.** Refer to the Department to HR submission deadlines.

December 1st — Last day for HRS to send reappointment and non-reappointment letters to adjuncts

January 5th — Last day to upload completed **Spring 2027** *new hire packets*, workload forms and 210 forms to Dropbox for processing prior to the first payroll (February 4, 2027). **Late appointments will not meet the first payroll.** Please note that late submission of required paperwork will result in delays to appointment processing, which will cause employees to miss the first payroll and delay access to Brooklyn College email, Brightspace, and CUNYfirst. Refer to the Department to HR submission deadlines.

January 28th — Last day to notify HRS about adjunct offer withdrawals due to low enrollment

We understand that fluctuations in student enrollment may affect course offerings and the timing of eAppointments submissions.

PLEASE KEEP IN MIND TO:

- ***Review*** the appointments in eAppointments and **make any necessary adjustments**.
  - eAppointments Guides
- ***Cancel*** the appointment(s) **as soon as possible** and **document the reason** for the cancellation **in eAppointments** if an adjunct is no longer teaching during the semester.
  If an adjunct **resigns or declines** to teach, please **forward** the related email or notification.
- ***Revise*** appointment hours and professional hours **promptly** to ensure accurate compensation and prevent overpayments or underpayments.

CUNY Dropbox Tutorial

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