**Academic Affairs Human Resources FY25 Business Officer Deadlines**

**Fall 2024 Due to AA Function Area Primary Contact**

PT Faculty Hiring (Fall) July 19 Personnel Franci Hamilton

Transcripts for contingent hires Aug. 15 Personnel Franci Hamilton

Phased Retirement Oct. 1- Jan. 31 Personnel Keisha Simms

Faculty Recruitment Cost Rqst Oct. 13 Personnel Maxwell Awando

NTT Contract Renewals Report Oct. 19 Personnel Maxwell Awando

ROD Requests for AA funding Nov. 3 Personnel Keisha Simms

PT Faculty Hiring (Spring) Nov. 15 Personnel Franci Hamilton

**Spring 2025 Due to AA Function Area Primary Contact**

Reappointment, Promotion &

Tenure Review Files Jan 8 Personnel Maxwell/Shannon

Non-Tenure FT Renewals List Jan. 31 Personnel Maxwell Awando

Non-Tenure Promotion Request Feb. 7 Personnel Maxwell Awando

TT RPT Notifications to Deans/BO Mar. 1 Personnel Maxwell Awando

New Full Time Hire Contracts Mar. 15 Personnel Maxwell Awando

Non-Tenure Full Time Contracts Mar. 28 Personnel Maxwell Awando

Dept. Chair Reappt Paperwork Apr. 4 Academic Colleges College Business Officer

Associate Deans Reappt Docs Apr. 6 Academic Colleges College Business Officer

Summer School Hiring (AA-21s) Apr. 19 Personnel Franci Hamilton

Emeritus Requests Apr. 30 Personnel Keisha Simms

New Acad. Administrative Appts Apr. 30 Personnel Maxwell Awando

Tenured Faculty Performance

Review (TFPR) May 15 Personnel Maxwell Awando

Evaluation of Academic Admins May 15 Academic Colleges Acad. Administrators

**Summer 2025 Due to AA Function Area Primary Contact**

Summer PT EHRA Hiring Docs Apr. 18 Personnel Franci Hamilton

**Fall 2025 Due to AA Function Area Primary Contact**

PT Faculty Hiring (Fall) July 19 Personnel Franci Hamilton

Transcripts for Contingent hires Aug. 15 Personnel Franci Hamilton

Phased Retirement Oct. 1 - Jan. 31 Personnel Keisha Simms

Faculty Recruitment Cost Rqst Oct. 13 Personnel Maxwell Awando

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