

Academic Affairs Human Resources FY26 Business Officer Deadlines

Fall 2025	Due to AA	Function Area	Primary Contact
PT Faculty Hiring (Fall)	July 18	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. 7	Personnel	Keisha Simms
PT Faculty Hiring (Spring 26)	Nov. 14	Personnel	Franci Hamilton
Spring 2026	Due to AA	Function Area	Primary Contact
RPT Review Files	Jan. 5	Personnel	Maxwell Awando
Reappointment, Promotion & Tenure Review Files	Jan 9	Personnel	Maxwell/Shannon
Non-Tenure FT Renewals List	Jan. 30	Personnel	Maxwell Awando
Non-Tenure Promotion Request	Feb. 6	Personnel	Maxwell Awando
TT RPT Notifications to Deans/BO	Feb 27.	Personnel	Maxwell Awando
New Full Time Hire Contracts	Mar. 14	Personnel	Maxwell Awando
Non-Tenure Full Time Contracts	Mar. 27	Personnel	Maxwell Awando
Dept. Chair Reappt Paperwork	Apr. 3	Academic Colleges	College Business Officer
Associate Deans Reappt Docs	Apr. 3	Academic Colleges	College Business Officer
Summer School Hiring (AA-21s)	Apr. 17	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 2026	Due to AA	Function Area	Primary Contact
Summer PT EHRA Hiring Docs	Apr. 17	Personnel	Franci Hamilton

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PT Faculty Hiring (Fall)	July 17	Personnel	Franci Hamilton
Transcripts for Contingent hires	Aug. 14	Personnel	Franci Hamilton
Phased Retirement	Oct. 1 - Jan. 31	Personnel	Keisha Simms
Faculty Recruitment Cost Rqst	Oct. 9	Personnel	Maxwell Awando
NTT Contract Renewals Report	Oct. 16	Personnel	Maxwell Awando
ROD Requests for AA funding	Nov. 6	Personnel	Keisha Simms