

Academic Affairs Human Resources FY27 Business Officer Deadlines

Fall 2026	Due to AA	Function Area	Primary Contact
PT Faculty Hiring (Fall)	July 17	Personnel	Franci Hamilton
Transcripts for Contingent hires	Aug. 14	Personnel	Franci Hamilton
Phased Retirement (Enrollment)	Oct. 1 - Jan. 31	Personnel	Keisha Simms
Faculty Recruitment Cost Rqst	Oct. 12	Personnel	Maxwell Awando
NTT Contract Renewals List	Oct. 19	Personnel	Maxwell Awando
ROD Requests for AA funding	Nov. 6	Personnel	Keisha Simms
PT Faculty Hiring (Spring 27)	Nov. 16	Personnel	Franci Hamilton
Spring 2027	Due to AA	Function Area	Primary Contact
Reappointment, Promotion & Tenure Review Files	Jan 8	Personnel	Maxwell/Shannon
NTT Non Reappt. Notification to AA	Feb. 5	Personnel	Maxwell Awando
TT RPT Notifications to Deans/BO	Feb. 26	Personnel	Maxwell Awando
New Full Time Hire Contracts	Mar. 12	Personnel	Maxwell Awando
Non-Tenure Full Time Contracts	Mar. 26	Personnel	Maxwell Awando
Dept. Chair Reappt Paperwork	Apr. 2	Academic Colleges	College Business Officer
Associate Deans Reappt Docs	Apr. 2	Academic Colleges	College Business Officer
Summer School Hiring (AA-21s)	Apr. 16	Personnel	Franci Hamilton
New Acad. Administrative Appts	Apr. 2	Personnel	Maxwell Awando
Post Tenure Review (PTR)	May 14	Personnel	Maxwell Awando
Evaluation of Academic Admins (Annual Evaluations)	May 14	Academic Colleges	Acad. Administrators
Emeritus Requests (Upon Retirement, Rolling Basis)	May 31	Personnel	Keisha Simms
Summer 2027	Due to AA	Function Area	Primary Contact
Summer PT EHRA Hiring Docs	Apr. 16	Personnel	Franci Hamilton
Fall 2027	Due to AA	Function Area	Primary Contact
PT Faculty Hiring (Fall)	July 16	Personnel	Franci Hamilton

Transcripts for Contingent hires	Aug. 13	Personnel	Franci Hamilton
Phased Retirement (Enrollment)	Oct. 1 - Jan. 31	Personnel	Keisha Simms
Faculty Recruitment Cost Rqst	Oct. 8	Personnel	Maxwell Awando
NTT Contract Renewals Report	Oct. 15	Personnel	Maxwell Awando
ROD Requests for AA funding	Nov. 5	Personnel	Keisha Simms