

Academic Affairs Human Resources FY27 Business Officer Deadlines

Date	Task/Item Due Academic Affairs Office	Functional Area	Primary Contact
Fall 2026			
July 17, 2026	Part-Time Faculty Hiring (Fall)	Personnel	Franci Hamilton
August 14, 2026	Transcripts for Contingent hires	Personnel	Franci Hamilton
October 1, 2026 – January 31, 2027	Phased Retirement (Enrollment)	Personnel	Keisha Simms
October 12, 2026	Faculty Recruitment Cost Request	Personnel	Maxwell Awando
October 19, 2026	Non-Tenure-Track Contract Renewals List	Personnel	Maxwell Awando
November 6, 2026	Reassignment of Duties Requests for Academic Affairs funding	Personnel	Keisha Simms
November 16, 2026	Part-Time Faculty Hiring (Spring 27)	Personnel	Franci Hamilton

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Spring 2027			
January 8, 2027	Reappointment, Promotion & Tenure Review Files	Personnel	Maxwell / Shannon
January 29, 2027	Non-Tenure Full-Time Renewals List to Colleges	Personnel	Maxwell Awando
February 5, 2027	Non-Tenure Track non-reappointment. Notification to AA	Personnel	Maxwell Awando
February 26, 2027	Tenure Track Reappointment Promotion and Tenure Notifications to Deans/Business Officers	Personnel	Maxwell Awando
March 12, 2027	New Full-Time Hire Contracts	Personnel	Maxwell Awando
March 26, 2027	Non-Tenure Full-Time Contracts	Personnel	Maxwell Awando
April 2, 2027	Department Chair Reappointment Paperwork	Academic Colleges	College Business Officer
April 2, 2027	Associate Deans Reappointment Paperwork	Academic Colleges	College Business Officer

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April 2, 2027	New Academic Administrative Appointments	Personnel	Maxwell Awando
April 16, 2027	Summer School Hiring (AA-21s)	Personnel	Franci Hamilton
April 16, 2027	Summer Part- Time EHRA Hiring Paperwork	Personnel	Franci Hamilton
May 14, 2027	Post Tenure Review (PTR)	Personnel	Maxwell Awando
May 14, 2027	Evaluation of Academic Admins	Academic Colleges	Acad. Administrators (Annual Evaluations)
May 31, 2027	Emeritus Requests (Upon Retirement, Rolling Basis)	Personnel	Keisha Simms

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July 16, 2027	Part-Time Faculty Hiring (Fall)	Personnel	Franci Hamilton
August 13, 2027	Transcripts for Contingent hires	Personnel	Franci Hamilton
October 1, 2027 – January 31, 2028	Phased Retirement (Enrollment)	Personnel	Keisha Simms
October 8, 2027	Faculty Recruitment Cost Request	Personnel	Maxwell Awando
October 15, 2027	Non-Tenure Track Contract Renewals Report	Personnel	Maxwell Awando
November 5, 2027	Reassignment of Duties Requests for Academic Affairs funding	Personnel	Keisha Simms