

**HUMAN RESOURCES CALENDAR OF DUE DATES:** The following sets forth the due date for the submission of forms/applications related to the appointment of adjunct faculty/visiting specialist, tuition waiver and reimbursement for employees and eligible dependent children, spouses and partners to a civil union, approval to teach by non-faculty staff; performance evaluation for classified staff and the appointment of temporary staff and students. To be considered timely, all forms/applications must be accompanied with the required supporting documentation and must be received by the appropriate office by the due date. It is the responsibility of the employee to meet the due date.

**Adjunct Faculty/Visiting Specialist Appointment Forms**

Fall Semester..... July 1  
Spring Semester..... December 1  
Winter Sessions..... November 20  
Summer Sessions..... April 1

**Application for Tuition Wavier and Tuition Reimbursement**

Fall Semester..... July 1  
Spring Semester..... December 1  
Summer Sessions..... April 1

**Approval/Payment Form for Teaching Assignment for Managerial, Professional & Administrative Staff**

Fall Semester..... August 10  
Spring Semester..... December 10  
Winter Sessions.....November 20  
Summer Sessions..... April 1

**Performance Evaluations for Classified Staff**

Initial Agreement..... July 15  
Interim Evaluation..... January 31  
Final Evaluation..... June 30

**Temporary Employment** AND **Student Assistant PAAF** - at least 3 weeks prior to the start date of the appointee. Additionally, in order to ensure the issuance of pay in a timely fashion, timesheets must be submitted per the attached schedules: [TES](#) and [Student Assistant timesheet schedules](#).