DIVISION OF HUMAN RESOURCES CALENDAR OF DUE DATES:

Appointment of All New Hires..........................................................7 Work Days Prior to Start Date*
Continuing Per Diem, Temps, Student Appointments..........................10 Work Days Prior to Start Date*
Notification of Canceled Adjunct Faculty Appointment.........................14 days Prior To Start of Class
PAR Initial Agreement........................................................................February 15, 2016
Anticipated Hires List For April BOT Meeting...........................................March 11, 2016
Teaching Appt. - Managers/Professional Staff (Summer Sessions)...............April 15, 2016
Tuition Waiver Application (Summer Sessions)........................................April 15, 2016
Adjunct Faculty/Visiting Spec Appointments (Summer Sessions)...............April 25, 2016
Anticipated Hires List for June BOT Meeting............................................May 6, 2016
Anticipated Hires List for July BOT Meeting.............................................June 24, 2016
PAR Interim Evaluation........................................................................July 15, 2016
Anticipated Hires List for September BOT Meeting....................................August 12, 2016
Adjunct Faculty/Visiting Spec Appointments (Fall Semester)......................August 15, 2016
Teaching Appt. - Managers/Prof. Staff (Fall Semester)..............................August 15, 2016
Tuition Waiver Application (Fall Semester)............................................August 15, 2016
Benefits Open Enrollment......................................................................October 2016
Adjunct Faculty/Visiting Spec Appointments (Winter 2016).....................December 5, 2016
Teaching Appt. - Managers/Prof. Staff (Winter 2016)...............................December 5, 2016
Tuition Waiver Application (Winter 2016)..............................................December 5, 2016
Adjunct Faculty/Visiting Spec Appointments (Spring 2017)......................January 6, 2017
Teaching Appt. - Managers/Prof Staff (Spring 2017).................................January 6, 2017
Tuition Waiver Application (Spring 2017).............................................January 6, 2017
PAR Final Evaluation............................................................................January 15, 2017

Student Time Sheets
http://www.montclair.edu/human-resources/resources/forms/student/

Temporary Employee Time Sheets
http://www.montclair.edu/human-resources/resources/forms/temporary-employees/

* Emergency appointments will be handled on an exception basis.

Prepared by: Division of Human Resources (February 2016)