

2018-2019 Academic Year Part-Time Faculty Calendar

PART-TIME FACULTY CALENDAR	FALL 2018	SPRING 2019	SUMMER 2019
First day of class	Monday, August 20, 2018	Monday, January 7, 2019	Wednesday, May 8, 2019 (Sum A and C) Monday, June 24, 2019 (Sum B)
Grades due	Tuesday, December 11, 2018	Tuesday, April 30, 2019	Thursday, June 20, 2019 (Sum A) Tuesday, August 6, 2019 (Sum B and C)
Commencement	Friday, December 7, 2018	Friday, April 26, 2019	Friday, August 2, 2019

PART-TIME FACULTY SCHEDULE	FALL 2018	SPRING 2019	SUMMER 2019
Colleges forward NEW part-time contracts to Human Resources	Monday, July 30, 2018	Monday, November 5, 2018	Monday, April 22, 2019 (Sum A and C) Monday, June 10, 2019 (Sum B)
Contract signing & I-9 verification in Human Resources (J. J. Daniel Hall (Bldg. 1), Room 1000 (1st floor))	Monday, August 6, 2018 - Friday, August 10, 2018	Tuesday, November 13, 2018 - Friday, November 16, 2018	Monday, April 29, 2019 - Friday, May 3, 2019 (Sum A and C) Monday, June 17, 2019 - Friday, June 21, 2019 (Sum B)
I-9 Cutoff date in Human Resources	Monday, August 20, 2018	Monday, January 7, 2019	Wednesday, May 8, 2019 (Sum A and C) Monday, June 24, 2019 (Sum B)

CONTRACT DATA	FALL 2018	SPRING 2019	SUMMER 2019
Number of pay periods	9	9	4 (Sum A) 4 (Sum B) 7 (Sum C)
PT contract start date (beginning of pay period)	Saturday, August 11, 2018	Saturday, December 29, 2018	Saturday, May 4, 2019 (Sum A and C) Saturday, June 15, 2019 (Sum B)
PT contract end date (end of pay period)	Friday, December 14, 2018	Friday, May 3, 2019	Friday, June 28, 2019 (Sum A) Friday, August 9, 2019 (Sum B and C)
First warrant date	Friday, August 31, 2018	Friday, January 18, 2019	Friday, May 24, 2019 (Sum A and C) Friday, July 5, 2019 (Sum B)
Last warrant date	Friday, December 21, 2018	Friday, May 10, 2019	Friday, July 5, 2019 (Sum A) Friday, August 16, 2019 (Sum B and C)

CONTRACT SIGNING SCHEDULE IN HR

Human Resources is open from 8:00 am - 5:00 pm Monday - Friday. If a part-time faculty is unable to come in during these hours to sign his/her contract, please have him/her contact HR at 620-2903 to schedule an appointment. Loc: J.J. Daniel Hall (Bldg. 1), Room 1000.

Late Appointment Dates in HR for Contract Signing:	FALL 2018	SPRING 2018	SUMMER 2018
(Appointments are scheduled between 5:00 and 6:00 pm.)	Week of August 6 - 10, 2018	Tues. Nov. 13 - Friday Nov. 16, 2018	Week of April 29 - May 3, 2019

Approved:



 Laura McCloskey, Human Resources



 Pamela C. Chally, Academic Affairs