

2019-2020 Academic Year Part-Time Faculty Calendar

PART-TIME FACULTY CALENDAR	FALL 2019	SPRING 2020	SUMMER 2020
First day of class	Monday, August 19, 2019	Monday, January 6, 2020	Monday, May 11, 2020 (Sum A and C) Tuesday, June 23, 2020 (Sum B)
Grades due	Tuesday, December 17, 2019	Monday, May 4, 2020	Tuesday, June 23, 2020 (Sum A) Tuesday, July 21, 2020 (Sum B and C)
Commencement	Friday, December 13, 2019	Friday, May 1, 2020	Friday, July 31, 2020

PART-TIME FACULTY SCHEDULE	FALL 2019	SPRING 2020	SUMMER 2020
Colleges forward NEW part-time contracts to Human Resources	Monday, July 15, 2019	Monday, November 4, 2019	Monday, April 20, 2020 (Sum A and C) Monday, June 1, 2020 (Sum B)
Contract signing & I-9 verification in Human Resources (J. J. Daniel Hall (Bldg. 1), Room 1000 (1st floor))	Monday, August 5, 2019 - Friday, August 9, 2019	Tuesday, November 12, 2019 - Friday, December 20, 2019	Monday, April 20, 2020 - Friday, May 1, 2020 (Sum A and C) Monday, June 1, 2020 - Friday, June 12, 2020 (Sum B)
I-9 Cutoff date in Human Resources	Friday, August 9, 2019	Friday, December 20, 2019	Friday, May 1, 2020 (Sum A and C) Friday, June 12, 2020 (Sum B)

CONTRACT DATA	FALL 2019	SPRING 2020	SUMMER 2020
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 10, 2019	Saturday, December 28, 2019	Saturday, May 2, 2020 (Sum A and C) Saturday, June 13, 2020 (Sum B)
PT contract end date (end of pay period)	Friday, December 13, 2019	Friday, May 1, 2020	Friday, June 26, 2020 (Sum A) Friday, August 7, 2020 (Sum B and C)
First warrant date	Friday, August 30, 2019	Friday, January 17, 2020	Friday, May 22, 2020 (Sum A and C) Friday, July 3, 2020 (Sum B)
Last warrant date	Friday, December 20, 2019	Friday, May 8, 2020	Friday, July 3, 2020 (Sum A) Friday, August 14, 2020 (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.

Approved:


Laura McCloskey, Human Resources


Pamela S. Chally, Academic Affairs