

Faculty Forward: Operational Milestones

A Month-by-Month Guide to Support John Jay's Department Chairs & Directors

September

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
Open eWorkload (Fall)	Full-Time Faculty	Monday, September 15, 2025	Set
Departmental distribution of reassigned time	Department Chairs	Monday, September 22, 2025	Set
Non-teaching Adjunct Appointment/ Non-Reappointment Recommendations Due to AAOps (Fall)	Chairs & Directors	Monday, September 29, 2025	Set

October

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
OAR - Initial Fall Faculty Awards Report Submission to AAOps	Office for Advancement of Research	Monday, October 6, 2025	Set
Adjunct (Non-)Reappointment Review: Dept receives list to REVIEW from AAOps (Spring)	Department Chairs	Thursday, October 9, 2025	Set
eWorkload Faculty Information 1st Session (Fall)	Full-Time Faculty	Wednesday, October 15, 2025	Set
Adjunct (Non-)Reappointment Review: Dept recommendations DUE to AAOps (Spring)	Department Chairs	Thursday, October 16, 2025	Set
eWorkload Faculty Information 2nd Session (Fall)	Full-Time Faculty	Tuesday, October 21, 2025	Set
Faculty Workload CAPSTONE Mentors Listing due to AAOps	Department Chairs	Monday, October 27, 2025	Set
Multiple Position Information Session (Fall)	Full-Time Faculty	Wednesday, October 29, 2025	Set
Adjunct eHRAFs Due to AAO (Winter)	Department Chairs	Friday, October 31, 2025	Set

November

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
Adjunct eHRAFs to AAO (Spring)	Department Chairs	Wednesday, November 5, 2025	Set
Faculty Workload Submissions to Chairs (Fall)	Full-Time Faculty	Friday, November 7, 2025	Set
Multiple Position Report Submissions to AAOps	Full-Time Faculty	Friday, November 7, 2025	Set
eWorkload Department Chair Information Session (Fall)	Full-Time Faculty	Monday, November 17, 2025	Set

December

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
OAR - Secondary Fall Faculty Awards Report Submission to AAOps	Office for Advancement of Research	Monday, December 1, 2025	Set
College Assistants Appointment/ Non-Reappointment Recommendations (Fall)	Chairs & Directors	Friday, December 5, 2025	Set
Faculty Workload Chair Approvals	Department Chairs	Friday, December 5, 2025	Set
College Assistant eHRAF Due to AAOps (Spring)	Chairs & Directors	Monday, December 8, 2025	Set
Non-Teaching Adjunct eHRAFs Due to AAO (Spring)	Chairs & Directors	Monday, December 8, 2025	Set
Space Utilization Review & Validation Begins	Chairs & Directors	Tuesday, December 9, 2025	Set

January

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
Space Utilization Validation Due to AAOps	Chairs & Directors	Monday, January 12, 2026	Set
Budget - Review Current-Year Actuals	Chairs & Directors	Thursday, January 22, 2026	Flexible
Open eWorkload (Spring)	Full-Time Faculty	Monday, January 26, 2026	Set

February

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
OAR - Initial Spring Faculty Awards Report Submission to AAOps	Office for Advancement of Research	Monday, February 9, 2026	Set
Multiple Position Information Session	Full-Time Faculty	Wednesday, February 18, 2026	Flexible

March

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
Budget - Collect Next-Year Planning Requests	Department Chairs	Thursday, March 5, 2026	Flexible

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
eWorkload Faculty Information Session	Full-Time Faculty	Tuesday, March 17, 2026	Flexible
Faculty Workload Submissions to Chairs	Full-Time Faculty	Friday, March 20, 2026	Set
Multiple Position Report Due to AAOps	Full-Time Faculty	Friday, March 20, 2026	Set
OAR - Secondary Spring Faculty Awards Report Submission to AAOps	Office for Advancement of Research	Monday, March 23, 2026	Set
Adjunct eHRAFs Due to AAO (Summer)	Department Chairs	Friday, March 27, 2026	Flexible
Non-teaching Adjunct Appointment/ Non-Reappointment Recommendations (Fall)	Chairs & Directors	Monday, March 30, 2026	Flexible
Adjunct (Non-)Reappointment Review: Dept receives list to REVIEW from AAOps (Fall)	Department Chairs	Tuesday, March 31, 2026	Flexible

April

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
OAR - Final Academic Year Faculty Awards Report Submission to AAOps	Office for Advancement of Research	Monday, April 13, 2026	Set
College Assistant eHRAF Due to AAOps (Fall)	Chairs & Directors	Tuesday, April 14, 2026	Flexible
Non-Teaching Adjunct eHRAFs Due to AAOps (Fall)	Chairs & Directors	Tuesday, April 14, 2026	Flexible
Space Utilization Review & Validation	Chairs & Directors	Wednesday, April 15, 2026	Flexible
eWorkload Department Chair Information Session	Full-Time Faculty	Thursday, April 16, 2026	Flexible
Faculty Workload Chair Approval Due	Department Chairs	Friday, April 24, 2026	Set

May

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
Adjunct (Non-)Reappointment Review: Dept recommendations DUE to AAOps (Fall)	Department Chairs	Friday, May 1, 2026	Flexible
Submit Final Faculty Workload Changes	Full-Time Faculty	Monday, May 4, 2026	Set
Auxiliary (OTPS) Allocation Check Requests	Department Chairs	Friday, May 8, 2026	Set
Budget - Launch College-level Next-Year Planning	Chairs & Directors	Thursday, May 14, 2026	Flexible
Adjunct eHRAFs Due to AAO (Fall)	Department Chairs	Thursday, May 21, 2026	Flexible
Budget - Submit College-level Next-Year Planning	Chairs & Directors	Wednesday, May 27, 2026	Flexible
Multiple Position Report (Final) Due to AAOps	Full-Time Faculty	Thursday, May 28, 2026	Set
Adjunct Waiver Notification	Adjuncts	Friday, May 29, 2026	Set

June

What Is the Item?	Who Completes It?	When Is It Due?	Date Type?
College Assistants Appointment/ Non-Reappointment Recommendations (Spring)	Chairs & Directors	Friday, June 5, 2026	Flexible

AAOps is committed to delivering timing updates as soon as they come into view

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