OFFICE OF THE PROVOST AND  
VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:                      Academic Deans, Department Chairs and Academic Directors

FROM:                    Herbert Bailey
                         Assistant Vice President for Academic Affairs

DATE:                    March 7, 2016

SUBJECT:                 Appointment Dates for Summer 2016 and Fall 2016

SUMMER 2016 APPOINTMENT DATES – ADJUNCT
The appointment dates for adjuncts employed during the 2016 Summer sessions are listed below. The OPS appointments will need to be scanned to Academic Affairs by April 4, 2016, to determine whether funding will be available and the appointments will be processed timely for the start of the summer terms.

SUMMER 2016 APPOINTMENT DATES - 9 MONTH FACULTY
The appointment dates for 9 month faculty employed during the 2016 Summer sessions are listed below. The recommendations will need to be scanned to Academic Affairs by April 4, 2016, to determine whether funding will be available and the recommendations will be processed timely for the start of the summer terms.

SUMMER TERM “A”, “B” and “C” DATES
Term “C” (13 weeks)
   May 9, 2016 to August 5, 2016
Term “A” (6 weeks)
   May 9, 2016 to June 17, 2016
Term “B” (6 weeks)
   June 27, 2016 to August 5, 2016

2016 FALL 9 MONTH APPOINTMENTS
The listing of 2016 Fall 9 month appointments should be submitted to Academic Affairs by April 8, 2016. The dates for the 9 month appointment is August 8, 2016 through May 5, 2017. Contracts will be prepared, sent to the College or School and must be returned to Academic Affairs by April 15, 2016.

All instructional appointments for the summer should be scheduled within the dates listed above. As a reminder, the course number and section must be listed on the OPS appointments. Also, the Assignment of Responsibility (AOR) must accompany the OPS appointment and faculty recommendation or they will not be processed. Please ensure that your department fiscal representatives receive this information. The College of Law will receive their dates on a separate correspondence. If there are any questions, please feel free to call me at 599-3276.

Cc: Marcella David, Provost and Vice President for Academic Affairs

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE, FLORIDA 32307-3200