


ACADEMIC DATES

This section focuses on the importance of academic dates; what they are and how they should be populated in Workday. All relevant dates should be reflected in employment offer letters and/or contracts. All dates based on the [Academic Calendar](#) found on the Registrar’s website.

Required Date Fields					
Track Type	Appointment Start Date	Appointment End Date	Academic Review Date	Probationary End Date	Tenure Award Date
Tenured	X				X
Tenure-Track	X	X	X	X	
Non-Tenure Track	X	X			
Administrative	X	If applicable			
Emeritus	X				
Honorific	X	If applicable			

● **Academic Appointment Start Date**

- a. The intent is for the Academic Appointment start date to reflect the actual employment start date for Academic employees.
- b. Start date will reflect the international/transfer **orientation date** for 9-month and 4-month employees beginning employment at the start of the semester.
- c. For faculty who teach **online and/or short-term modules**, the Academic Appointment start date should be **7 days prior to class start**. Payment dates would align with the actual class dates.

 **Track Start Date** → The initial appointment entered will begin the employee’s track and rank. The start date of this initial appointment will be the Appointment Start Date and the Track Start Date. The track start date will remain static for the duration of the appointment track.

 **Adding Academic Appointments for A New Hire/Initial Appointment:**

- If the employee’s appointment **start date** is **AFTER** the **hire date** (payroll date):
 - Example: The Hire Date is 8/15, but the First Day of Work is 8/17.
 - When **initiating the New Hire**, scroll down to the bottom and enter the actual start date in the “First Day of Work” field. Workday will not allow you to populate this field with a date **PRIOR** to the effective hire date.
 - Once the Add Academic Appointment step in the Hire BP routes to you, you will be able to change the Appointment Start Date from the hire date to the actual start date that was entered in the “First Day of Work” field during the initiation of the Hire.
- If the employee’s **start date** is **BEFORE** the **hire date** (payroll date), Workday **will not** allow you to enter a date prior to the Hire date in the First Day of Work field.
 - Example: The Hire Date is 8/15, but the First Day of Work should be 8/8.
 - Once the Add Academic Appointment routes to you, enter the correct **Appointment Start Date** in the **Track Start Date (Override)** field. Since the position is not available until the date of Hire, Workday will not allow you to link the employment position to the appointment if the Appointment Start Date is prior to the Hire date. The position must be linked to the appointment to ensure future routing events.
 - The Add Academic Appointment will route to the Academic HR Lead, who will ensure the **Track Start Date (Override)** reflects the actual appointment start date based on the employment contract and offer letter, and that the employment position is linked to the appointment.



Note: The actual start date of employment and the Workday payroll dates for Academic Employees should be dictated on the employee’s Offer Letter and Contract and should reflect the guidance established here.



Additional Notes and Considerations:

- Each time an employee is selected for a “reappointment” past the initial appointment end date, an Update Academic Appointment must be processed. This can be done as a standalone business process (BP) or as a subprocess to a Change Job BP.
- If Updating an Academic Appointment as a subprocess to the Change Job BP, the start date of the reappointment will automatically populate to the effective date of the Change Job and the Academic Partner/HR Analyst cannot change it. Once submitted, it will route to Academic HR Lead who can change the start date appropriately.
- There are no limitations to entering the Academic Appointment Start Date in Workday during a **standalone** Update Academic Appointment BP (not limited to Hire Date/Payroll Dates). The **Position** available on the Academic Appointment will be restricted to these dates.
- Academic Appointments for Honorifics align with award date and not with semester start dates. Compensation actions must align with the payroll dates.
- **Academic Appointment End Date:**
 - a. Will reflect the **commencement date** for 9-month or 4-month faculty.
 - b. For **Multi-Year Appointments**, a dummy date of **5/31/20XX** should be used as a placeholder when the commencement date is unknown.
 - Note:** Multi-Year appointments for non-tenure track faculty require additional approvals per the appendix at the back of [PS-36NT](#).
 - c. Faculty who teach **online and/or short-term modules**, the end date would align with **final grades**. Payment dates would align with the actual class dates.
 - d. **For Terminations:** The end of the academic appointment will align with the termination date. **Academic Administrator can correct the End Date to the appointment after it is processed.**
- **Academic Review Date** (for **Tenure-Track** faculty only):
 - a. Typically, the beginning of the 6th year of the appointment: **Appointment Start Date + 5 Years.**
 - 1. Appointment Start Date = 8/18/2021, 1/12/2022
 - 2. Academic Review Date = 8/1/2026, 1/01/2027
 - b. For those that start mid-semester, their Academic Review Date would be adjusted accordingly to either fall 8/1/20XX or spring 1/01/20XX. Please contact the Academic HR Lead in Academic Affairs for assistance with determining the correct academic review date.
 - c. This date signifies the beginning of the semester in which mandatory tenure review will occur.
 - Note:** See [PS36-T](#) for determining how a Tenure-Track faculty member’s Years of Service Toward Tenure will be counted from the time of the Initial Appointment.
- **Probationary End Date** (for **Tenure-Track** faculty only):
 - a. Typically, **Academic Review Date + 2 Years**
 - 1. Appointment Start Date = 8/18/2021, 1/12/2022
 - 2. Academic Review Date = 8/1/2026, 1/01/2027
 - 3. Probationary End Date = 8/1/2028, 1/01/2029
 - b. If review and notice of non-reappointment does not occur before the end of the appointment, the faculty member receives **Tenure by Default** effective on the **Probationary End Date**.

Required Date Fields

Track Type	Appointment Start Date	Appointment End Date	Academic Review Date	Probationary End Date	Tenure Award Date
Tenure	Orientation Date				Award Date
Tenure-Track	Orientation Date	Commencement OR Multi-Year: 5/31/20XX	*Appointment Start Date + 5 Years (8/1 or 1/1)	*Academic Review Date + 2 Years (8/1 or 1/1)	
Non-Tenure	Orientation Date	Commencement OR Multi-Year: 5/31/20XX			
Administrative	Orientation Date	If applicable			
Emeritus	Award Date				
Honorific	Award Date	If applicable			
Short-Module/Online	First Day of Class -7 days	Final Grades			

*Appointment specific - dates dependent on variables- see detailed Date guidance.

2021-2022 Academic Appointment Dates

Term	Start Date	End Date
Fall Regular Semester	8/18/21	12/17/21
Fall 1 (Short Term/Online)	8/16/21	10/12/21
Fall 2 (Short Term/Online)	10/11/21	12/14/21
Spring Regular Semester	1/12/22	5/21/22
Spring 1 (Short Term/Online)	1/10/22	3/8/22
Spring 2 (Short Term/Online)	3/14/22	5/17/22
Summer 1: Session B (Short Term)	5/16/22	6/28/22
Summer 2: Session C (Short Term)	6/27/22	8/9/22

2022-2023 Academic Appointment Dates

Term	Start Date	End Date
Fall Regular Semester	8/17/22	12/16/22
Fall 1 (Short Term/Online)	8/15/22	10/11/22
Fall 2 (Short Term/Online)	10/10/22	12/13/22
Spring Regular Semester	1/13/23	5/20/23
Spring 1 (Short Term/Online)	1/9/23	3/8/23
Spring 2 (Short Term/Online)	3/13/23	5/17/23
Summer 1: Session B (Short Term)	5/15/23	6/27/23
Summer 2: Session C (Short Term)	6/26/23	8/8/23

2023-2024 Academic Appointment Dates

Term	Start Date	End Date
Fall Regular Semester	8/16/23	12/15/23
Fall 1 (Short Term/Online)	8/14/23	10/10/23
Fall 2 (Short Term/Online)	10/9/23	12/12/23
Spring Regular Semester	1/10/24	5/18/24
Spring 1 (Short Term/Online)	1/8/24	3/5/24
Spring 2 (Short Term/Online)	3/11/24	5/14/24
Summer 1: Session B (Short Term)	5/20/24	7/2/24
Summer 2: Session C (Short Term)	7/1/24	8/13/24