

**OFFICE OF ACADEMIC AFFAIRS  
SUMMER 2009 & ACADEMIC YEAR 2009-2010 DATES Agreement Dates**

<b>Term</b>	<b>Faculty</b>	<b>Adjunct Faculty</b>	<b>GTAs, GRAs &amp; GAs</b>	<b>Phased Retirees</b>
Summer A	05/08/09-06/23/09	05/18/09-07/01/09	N/A	N/A
Summer B	06/23/09-08/06/09	06/29/09-08/12/09	N/A	N/A
Summer C & D	05/08/09-08/06/09	05/18/09-08/12/09	05/18/09-08/12/09	N/A
Fall Term	08/08/09-12/23/09	08/24/09-12/17/09	08/24/09-12/17/09	08/08/09-12/23/09
Spring Term	12/23/09-05/07/10	01/11/10-05/06/10	01/11/10-05/06/10	12/23/09-05/07/10
Academic Year	08/08/09-05/07/10	08/24/09-05/06/10	08/24/09-05/06/10	08/08/09-05/07/10
Annual	08/08/09-08/07/10	08/08/09-08/07/10	08/15/09-08/14/10	N/A

**ALL** Fall 2009 Adjunct Agreements are due to Denise Matias by **Monday, July 13, 2009**.

Fall 2009/Spring 2010 Assistantship Agreements for returning students are due to Denise Matias by **Friday, June 26, 2009**.

Fall 2009/Spring 2010 Assistantship Agreements for new students are due to Denise Matias by **Friday, July 10, 2009**.

**Note** —Specific college instructions for routing/processing of the new graduate Assistantship Agreement form will be distributed to all programs no later than **Wednesday, June 3, 2009**.

**Reminder:**

- The Adjunct Agreement is found at <http://www.provost.ucf.edu/forms/docs/afa.pdf>
- Make sure your Chair/Director signs the Agreement after the Adjunct employee has signed.
- Write the ePAF number on the top right hand corner of the adjunct agreement.
- Attach the Agreement to the ePAF.
- Always make sure to use the most updated forms off of the HR/Provost website.

ALL Adjunct agreements should contain the following information provided below.

**Adjunct Faculty will receive 9 (8.4 pay periods) paychecks. The first check of the semester will be on Friday, September 11, 2009, assuming all paperwork has been accurately completed and submitted to Human Resources by the required deadline.**

**Course(s):**

Spring 10 adjunct agreement would have the following information below.

**Adjunct Faculty will receive 9 (8.4 pay periods) paychecks. The first check of the semester will be on Friday, January 29, 2010, assuming all paperwork has been accurately completed and submitted to Human Resources by the required deadline.**

**Course(s):**