HR Calendar | College of Engineering & Applied Science

The summary below, updated for academic year 2026-27*, provides a timeline overview of important dates and deadlines for CEAS HR processes.

June 2026

- **6/19/26**: Juneteenth – Campus Closed (University Holiday)
- **6/23/26**: Fall 2026 program other faculty due to CEAS HR
- **6/26/26:** Session A last day of classes (Summer Session)
- **6/30/26:** Session B first day of classes (Summer Session)
- **6/30/26**: University Staff 25-26 Performance Cycle Ends
- **6/30/26**: 25-26 Fiscal Year End
- **6/30/26**: Leave Sweep

During June:

- Start of CEAS HR gathering Fall 2026 hire information

July 2026

- **7/1/26**: Start of 26-27 Fiscal Year
- **7/1/26:** University Staff Year End Evaluation Task Launched / Goal Setting for 26-27 Performance Plan Task Launched in Cornerstone
- **7/1/26**: Classified staff annual merit and step increases applied
- **7/3/26**: Independence Day Observed – Campus Closed (University Holiday)
- **7/10/26**: Fall 2026 program graduate hires due to CEAS HR
- **7/21/26**: Summer New Employee Orientation (CEAS HR Event)
- **7/24/26**: Fall 2026 program and dean's admin student hourly hires due to CEAS HR
- **7/27/26:** Augmester first day of classes (Summer Session)
- **7/31/26**: Classified Staff 25-26 Performance Cycle Ends

During July:

- Academic Year hiring continues.
- Fall 2026 programs and dean's admin student hourly, student stipends, grad students and other faculty hiring finalized.

August 2026

- **8/1/2025**: Classified Staff Year End Evaluation Task Launched / Goal Setting for 26-27 Performance Plan Task Launched in Cornerstone
- **8/13/26:** Augmester last day of classes (Summer Session)
- **8/13/26:** Academic year 26-27 and Fall 2026 faculty contracts start

- **8/15/26**: Fall 2026 graduate appointment and contracts start
- **8/18/26**: Engineering Launch Starts
- **8/20/26**: Fall 2026 First day of classes (Academic Year)
- **8/24/26**: University and Classified Staff Performance Evaluations Due
- **8/25/26**: On-Campus Student Job Fair (Campus Event)

During August:

- Start of new Academic Year and Fall 2026 programs and dean's admin hiring.

September 2026

- **9/7/26**: Labor Day – Campus Closed (University Holiday)
- **9/15/26**: Programs Faculty reappointment and promotion processes begin
- **9/15/26:** Performance evaluations for ResFac Due
- **9/24/26**: CEAS HRL Community Event (CEAS HR Event)
- **9/30/26:** Deadline for performance goals to be entered in Cornerstone

During September:

- CEAS Fall Tree Walk (CEAS HR Event)

October 2026

- **10/6/2026**: Fall New Employee Orientation (CEAS HR Event)
- **10/28/26**: Programs Faculty sabbatical and differentiated workload applications due to CEAS HR
- **10/30/26**: All-college pumpkin carving contest (CEAS HR Event)

During October:

- Start of Spring 2026 programs and dean's admin hiring.

November 2026

- **11/12/26**: Dean's Office Fall Potluck (CEAS HR Event)
- **11/16/26**: Spring 2026 program and dean's admin student hourly hires due to CEAS HR / Spring 2026 program graduate and other faculty hires due to CEAS HR
- **11/20/26**: Programs Faculty promotion dossier materials due to CEAS HR
- **11/23/26-11/27/26**: Student Fall Break (Academic Year)
- **11/26/26 - 11/27/26**: All Fall Break – Campus Closed (University Holiday)

During November:

- Spring 2026 programs and dean's admin student hourly, student stipends, grad students and other faculty hiring finalized.

December 2026

- **12/5/26**: Fall 2026 Last Day of classes (Academic Year)
- **12/7/26-12/11/26**: Fall 2026 Final Exams (Academic Year)
- **12/15/26**: Dean's Office White Elephant (CEAS HR Event)
- **12/24/26- 1/1/2027**: Winter Break – Campus Closed (University Holiday)

During December:

- Engineering Winter Recognition Ceremonies

January 2027

- **1/1/27:** University Staff Merit increases
- **1/1/27**: Spring 2027 faculty and graduate appointment and contracts start
- **1/7/27:** Spring 2027 First Day of Classes (Academic Year)
- **1/8/27:** Program Faculty reappointments due to CEAS HR
- **1/15/27:** Midyear Coaching Session Task Launched
- **1/18/27:** Martin Luther King Jr. – Campus Closed (University Holiday)

During January:

- Operational Planning Rollout Announcement
- Winter New Employee Orientation (CEAS HR Event)

February 2027

During February:

- Chili Cook Off (CEAS HR Event)
- Staff Operational Planning Spreadsheets sent to units
- Staff Operational Planning meetings with CEAS HR

March 2027

- **3/15/27-3/19/27:** Student Spring Break (Academic Year)
- **3/19/27:** All Spring Break – Campus Closed (University Holiday)
- **3/24/27:** Faculty Performance Plans due to CEAS HR
- **3/30/27:** Classified and University Staff Coaching Session Task Completion Deadline

During March:

- Staff OP meetings with CEAS HR continue
- Start of Summer 2027 programs and dean's admin hiring.
- End of March Final Staff OP spreadsheets due to CEAS HR

April 2027

- **4/2/27:** Maymester Program Other Faculty Hires due to CEAS HR
- **4/14/27:** Summer 2027 program graduate and other faculty hires due to CEAS HR
- **4/23/27:** Spring 2027 Last Day of classes (Academic Year)
- **4/23/27:** Summer 2027 program and dean's admin student hourly hires due to CEAS HR
- **4/26/27-4/30/27:** Spring 2027 Finals (Academic Year)

During April:

- Summer 2027 programs and dean's admin student hourly, student stipends, grad students and other faculty hiring finalized.
- Staff OP spreadsheets back to CEAS HR from units
- Inform HRLs if any graduating students need to be transferred to temp role
- Spring New Employee Orientation (CEAS HR Event)

May 2027

- **5/1/27:** University Commencement Ceremony (Campus Event)
- **5/3/27:** Maymester first day of classes (Summer Session)
- **5/16/27:** Summer 2027 Graduate appointment and contracts start
- **5/20/27**: Maymester last day of classes (Summer Session)
- **5/24/27:** Sessions A, C & D first day of classes (Summer Session)
- **5/31/27:** Memorial Day – Campus Closed (University Holiday)

During May:

- Final OP meetings with College Leadership
- Engineering Spring Recognition Ceremonies
- CEAS Spring Tree Walk (CEAS HR Event)
- Employee Appreciation Week (CEAS Event)