

## Annual Cycle for PATFA Academic-Year Appointments [rev. 7/27/23]

Academic-Year Appointments (AYAs) are described in the PATFA Collective Bargaining Agreement: <https://www.maine.edu/human-resources/labor-relations/>.

The College of Liberal Arts and Sciences uses the following calendar to implement AYAs.

- April 15 – Dean’s Office starts assembling the list of PATFA members eligible for AYAs in the coming academic year
- April 24 – Chairs/directors are informed of AYA-eligible faculty members in their units
- May 22 – Deadline for chairs/directors to inform the Dean’s Office if they do not anticipate being able to offer two sections per semester to any AYA-eligible faculty member
- June 1– Dean’s Office emails AYA offer letters to faculty members, copied to chair/director
- June 9 – Deadline for PATFA members to confirm AYA acceptance and indicate preference for 9-month or 12-month distribution of pay
- July 1 – Following consultation with chairs/directors, the Dean’s Office informs AYA faculty of their **proposed fall** teaching assignment
- August 1 – Following consultation with chairs/directors, the Dean’s Office informs AYA faculty of their **official fall** teaching assignment
- November 1 – Following consultation with chairs/directors, the Dean’s Office informs AYA faculty of their **proposed spring** teaching assignment
- December 1 – Following consultation with chairs/directors, the Dean’s Office informs AYA faculty of their **official spring** teaching assignment

The Dean’s Office staff member who manages AYAs is Nathan Brown: [nathan.p.brown@maine.edu](mailto:nathan.p.brown@maine.edu).

Appointments for AYA faculty are initiated by the Dean’s Office. The Dean’s Office also submits payroll information for sections that are part of an AYA.

Departments are responsible for initiating contracts and submitting payroll information for any sections assigned to AYA faculty outside of the AYA commitment of two sections per semester.