
**Temporary Faculty and Academic Student Employee
Appointment Processing Deadlines
Spring 2019**

Term	Start Date	End Date
Spring 2019	1/22/19	5/24/19

Appointments Due to Employee Support Services: To ensure a pay warrant on March 1, 2019, please submit temporary faculty and academic student employee (ASE) appointments by **5:00 p.m. on Friday, January 4, 2019**. You can either deliver them to University Personnel in the UPD Building or send them via email to tempfaculty-ase-appointments@sjsu.edu.

Missing Documents: Please remember that faculty cannot be rehired if they did not previously provide their required hiring documents, such as transcripts and letters of recommendation. Similarly, new faculty cannot be hired if their appointment packet is incomplete.

New Faculty: New faculty for spring 2019 must complete new hire paperwork (I-9, SSA-1945, etc.) at University Personnel in the UPD Building by **Thursday, January 24, 2019**.

Mass Termination: Temporary faculty, TAs, and GAs who are not reappointed by **5:00 p.m. on Friday, February 15, 2019**, will be mass-terminated at 8:00 a.m. on Monday, February 18, 2019.

Checklists and other forms are available on the University Personnel website at www.sjsu.edu/up. Please remember to include the [Description of Duties Form](#) for Teaching Associates.

Employee Support Services Contact Information:

Representative	Phone	Assigned Colleges/Departments
Crystal Salinas	4-2023	College of Education College of Health and Human Sciences
Juliana Bañuelos	4-1703	College of Business College of Humanities & the Arts
Lien Nguyen	4-2140	Athletics College of Engineering College of International & Extended Studies
Sharon Austin	4-2153	College of Science College of Social Sciences Counseling University Library