

<http://www.sjsu.edu/senate/docs/S00-7.pdf>

(appointment cannot exceed .53 FTE, includes all student's concurrent positions)
(GA appointments have a 6 semester limit)

NAME: Click or tap here to enter text. EMPLOYEE ID: Click or tap here to enter text.

Please attach a copy of this checklist to each appointment packet. Additional copies of this form, as well as other Faculty Affairs forms, may be downloaded from the [Office of Faculty Affairs Forms Webpage](#). If you have questions or need further assistance, please contact the [Office of Faculty Affairs](#) at [\(408\) 924-2450](tel:4089242450).

New	Re-Appt.	Revised	REQUIRED ITEMS:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TF / GA / TA Appointment Form (GA appointments have a 6 semester limit)
<input type="checkbox"/>	<input type="checkbox"/>		Letter of Interest / Application
<input type="checkbox"/>	<input type="checkbox"/>		Employment Questionnaire
<input type="checkbox"/>			SC-1 (Statement of Professional Preparation & Experience)
<input type="checkbox"/>			Original Transcripts (Current SJSU PeopleSoft print-out signed by Dept. Chair)

New	Re-Appt.	Revised	ADDITIONAL ITEMS:
<input type="checkbox"/>	<input type="checkbox"/>		CSU FORM SSA-1945 (Required HR Document for those not in PERS) To see a list of employees' retirement codes, run the public query " HR_ESS_RETIREMENT_BY_DEPTID " Those in retirement code 08 DO NOT need to complete this form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Terms & Conditions (original signature) Submit to Faculty Affairs no later than six (6) weeks after start of term
<input type="checkbox"/>			Three (3) recent, original letters of recommendation (optional)

IMPORTANT REMINDERS

New or returning faculty who have had a lapse in service of one year or more are required to complete HR sign-ins in order to receive a paycheck. Please direct employee to Human Resources (HR) which is located on the 3rd Floor of the University Police Department (UPD) building (E. San Salvador and S. 7th St.). HR may be reached at [408-924-2250](tel:4089242250).

Do not forward the packet until all the items on the checklist have been collected.

Submitting an incomplete packet will result in a **HOLD** on the process and delay payments.

ALL ORIGINAL documents will be placed in the **PERSONNEL ACTION FILE** kept in the Office of Faculty Affairs.

Comments

Click or tap here to enter text.

Departmental Contact Person Click or tap here to enter text. Phone Click or tap here to enter text.

Dean's Contact Person Click or tap here to enter text. Phone Click or tap here to enter text.