

**TEMPORARY FACULTY AND ASE APPOINTMENT PROCESSING DEADLINES AY 22-23**

Spring '23 Effective Dates - First and Last Duty Days Semester Appointments		
Spring 2023	01/23/2023	05/26/2023

The dates below (5pm deadlines) pertain to appointing temporary faculty and Academic Student Employees (ASE) in a timely manner, ensuring that:

1. Instructors gain access to Canvas and other SJSU resources in a timely manner
2. All academic employees receive payment for their work on time according to their payroll schedule
3. SJSU adheres to all California and Federal work laws and regulations

**Work authorization (new employee documents and I-9 verification) is required before new employees may perform job duties or receive access to campus resources such as the Canvas LMS--there will be no workarounds allowed.** Expect a 2-week turnaround between submission of appointment requests and work authorization.

*Departments: Please check with your Dean's Office for your college actual internal deadline.*

NEW FACULTY and REHIRE FACULTY WITH 12 OR MORE MONTHS BREAK IN SERVICE	
Monday, January 9	Offer Letter Terms Due in the <a href="#">Faculty Appointment Log</a> (Accurate Log) <i>Plan substitute faculty instructors for all classes assigned to new faculty who have not signed an offer letter.</i>
Tuesday, January 17	<a href="#">Temporary Faculty Appointment request forms in OnBase</a> are due Begin: FS adjusts offer letter start date (prorates) for expected new employee document and I-9 completion date. <i>Assign substitutes for candidates who have not completed new employee documents and I-9 verification.</i>
Monday, January 23	Faculty must have completed New Hire Documents and I-9 Verification Begin: FS revises start date (prorates) for when new employee docs and I-9 verification is completed.
NEW ACADEMIC STUDENT EMPLOYEE (TA, GA, ISA) and REHIRE ASE WITH 12 OR MORE MONTHS BREAK IN SERVICE	
Monday, January 9	Submit New ASEs to " <a href="#">Non-CHRS Onboarding: Form I-9 Initiation</a> " Spreadsheet
Tuesday, January 17	<a href="#">Academic Student Employee Appointment forms in OnBase</a> are due <i>Prepare substitute TAs to fill in for TAs who have not completed new employee documents and I-9 verification.</i>
Monday, January 23	New ASEs must have completed New Hire Documents and I-9 Verification Begin: FS revises appointment start date (prorates) for when new ASE docs and I-9 verification is completed.

<b>RETURNING TEMPORARY FACULTY AND ACADEMIC STUDENT EMPLOYEES</b>	
Tuesday, January 17	Appointment Requests Due in OnBase <ul style="list-style-type: none"> <li>• Email permitted thru March at <a href="mailto:tempfaculty-ase-appointments@sjsu.edu">tempfaculty-ase-appointments@sjsu.edu</a></li> <li>• <a href="#">Temporary Faculty Appointment request form in OnBase</a></li> <li>• <a href="#">Academic Student Employee Appointment form in OnBase</a></li> </ul>
Monday, January 23	Begin: FS revises appointment start date (prorates) for late appointments.
<b>OTHER PROCESSING DEADLINES</b>	
Friday, January 27	Appointments due in ESS to meet payroll cutoff and ensure a pay warrant on March 2, 2023.
Friday, February 10	Mass Termination of Temporary Faculty, TAs, and GAs for whom ESS has not received a reappointment.
Monthly on the 15th	12-Month appointments must be completed (including new employee docs and I-9 verification) and submitted at least 2 weeks before start date to ensure proper appointment and authorization to work.
<b>NOTES</b>	
Disqualifying Issues	Faculty may not be reappointed if flagged for missing documents or unsatisfactory evaluation. New appointments will not be processed without all documents--preventing work authorization.
Checklist	The <a href="#">checklist for all temporary faculty appointments</a> may be used to identify required documents.
Special Session	Appointments for Spring 2023 Special Session programs follow these basic procedures. However, all appointments are made using the <a href="#">Faculty Additional Employment Unity Form</a>