

Term	Start Date	End Date
AY 2020-21	08/17/2020	05/28/2021
Fall 2020	08/17/2020	12/18/2020
Spring 2021	01/25/2021	05/28/2021

Appointments Due to Employee Support Services: To ensure a pay warrant on March 2, 2021, please submit temporary faculty and academic student employee (ASE) appointments by **5:00 p.m. on Monday, January 18, 2021**. *Department Appointment Personnel: Please check with your College Dean's Office for your college actual internal deadline.*

Appointment Packets

- Email packets to tempfaculty-ase-appointments@sjsu.edu.
- The email subject must include the name of your ESS rep as well as your college name, e.g. Sharon – Social Sciences. You can look up who your ESS rep is on our website at <https://www.sjsu.edu/up/resources/your-up-rep.php>.
- There must only be one appointment/revision packet per PDF attachment.
- Each PDF must contain a complete appointment/revision packet, i.e. each document should not be attached separately.
- The PDF packet name convention is **last_first_emplID_rcd#_rev#** (use the revision # only if applicable).

Missing Documents: Please remember that faculty cannot be rehired if they did not previously provide their required hiring documents, such as transcripts or terms & conditions of employment from the previous semester. Similarly, new faculty cannot be hired if their appointment packet is incomplete.

New Faculty: New faculty for Spring 2021 must complete their new hire forms online via DocuSign. The new employee forms are available on our website under Forms By Category - New Employees: <https://www.sjsu.edu/up/resources/forms-and-documents/forms-by-unit/new-employees.php>. Please provide new faculty with this link. New faculty should also review Form I-9 (.pdf) at <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>. To initiate their I-9 process, new faculty must email university-personnel@sjsu.edu. They will need to provide original documents upon request. New Faculty must complete Form I-9 with University Personnel by **Wednesday, January 27, 2021**.

Mass Termination: Temporary faculty, TAs, and GAs who are not reappointed by **5:00 p.m. on Friday, February 12, 2021**, will be mass-terminated at 8:00 a.m. on Monday, February 15, 2021.

Checklists and other forms are available on the University Personnel website at <https://www.sjsu.edu/up/resources/forms-and-documents/index.php>.