

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 October 1, 2020, please submit temporary faculty and academic student employee (ASE) appointments by **5:00 p.m. on Friday, August 21, 2020**. *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/about-us/staff-directory/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 fall 2020 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 hire forms should be completed prior to the employee coming to University Personnel (3rd floor of UPD building) to have their identity and employment authorization verified (Form I-9). New faculty must complete Form I-9 at University Personnel in the UPD Building by **Thursday, August 20, 2020**. When new hires come in, they will also have the opportunity to sign up for direct deposit.

Mass Termination: Temporary faculty, TAs, and GAs who are not reappointed by **5:00 p.m. on Wednesday, September 16, 2020**, will be mass-terminated at 8:00 a.m. on Thursday, September 17, 2020.

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