

**TEMPORARY FACULTY AND ASE APPOINTMENT PROCESSING DEADLINES
SPRING 2024**

Effective Dates of Semester Appointments	
First Duty Day:	01/22/2024
Last Duty Day:	05/24/2024

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 the Form I-9) 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's actual internal deadline.

NEW FACULTY and REHIRE FACULTY WITH 12 OR MORE MONTHS BREAK IN SERVICE	
Monday, January 8	Offer Letter Terms Due in the Faculty Appointment Log (Formerly Accurate Log)
Monday, January 15	<p>Temporary Faculty Appointment request forms in OnBase are due.</p> <p>Begin: Delay effective date of new offer letters by 5 business days.</p> <p><i>Plan substitute faculty instructors for all classes assigned to new faculty who have not signed an offer letter and not completed the New Employee Documents and Form I-9. Faculty may not work prior to completing all required items/EVC issued.</i></p>
Monday, January 22	<p>Deadline for Faculty with 1/22/2024 Effective Date to complete New Employee Documents and Form I-9.</p> <p>Begin: FS revises prior offer start date (prorates) and issues offer letter addenda based on when New Employee Documents and the Form I-9 are completed.</p> <p><i>Plan substitute faculty instructors for all classes assigned to new faculty who have not signed an offer letter and not completed the New Employee Documents and Form I-9. Faculty may not work prior to completing all required items/EVC issued.</i></p>

NEW ACADEMIC STUDENT EMPLOYEE (TA, GA, ISA) and REHIRE ASE WITH 12 OR MORE MONTHS BREAK IN SERVICE	
Monday, January 8	Submit New ASEs to " Non-CHRS Onboarding: Form I-9 Initiation " spreadsheet and give ASE Intent to Hire Letter to the student.
Monday, January 15	Academic Student Employee Appointment forms in OnBase are due <i>Prepare substitute TAs to fill in for TAs who have not completed New Employee Documents and the Form I-9.</i>
Monday, January 22	New ASEs must have completed New Hire Documents and the Form I-9 if their Effective Date is 1/22/2024. Begin: FS revises appointment start date (prorates) based on when the New Employee Documents and the Form I-9 are completed. ASE may not work prior to completing all required items/EVC issued.
RETURNING TEMPORARY FACULTY AND ACADEMIC STUDENT EMPLOYEES	
Monday, January 8	Submit New ASEs to " Non-CHRS Onboarding: Form I-9 Initiation " spreadsheet and give ASE Intent to Hire Letter to the student. Appointment requests due in OnBase: <ul style="list-style-type: none"> • Temporary Faculty Appointment request form in OnBase • Academic Student Employee Appointment form in OnBase
Monday, January 22	Begin: FS revises appointment start date (prorates) for late appointments.
OTHER PROCESSING DEADLINES	
Monday, January 29	Appointments due in ESS to meet payroll cutoff and ensure a pay warrant on March 1, 2024.
Friday, February 9	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.
NOTES	
Disqualifying Issues	Faculty may not be reappointed if flagged for missing documents or unsatisfactory evaluation. New appointments will not be processed without all application documents—preventing work authorization steps.
Processing Notes	Late requests—submitted after dates indicated above--may delay faculty or ASE ability to teach/work by the initial Effective Date. UP processes late requests in the order of receipt with urgency, but may be unable to prevent delays.

Checklists	<p>Use these checklists to identify required documents for each process:</p> <ul style="list-style-type: none"> • Checklist for All Temporary Faculty Appointments • Checklist for Academic Student Employee
Special Session or SJSU Online	<p>Appointments for Spring 2024 Special Session programs follow these basic procedures. However, all appointments are made using the Faculty Additional Employment Unity Form</p>
Cancellations	<p>If a class is canceled prior to the third class meeting, the temporary employee shall be paid for the portion of the academic term worked prior to the cancellation. If a class is canceled after the third class meeting, the temporary employee shall either be paid for the remaining portion of the class assignment or provided an alternate work assignment. Reminder: Full-time faculty appointments cannot be conditional in this manner (Unit 3 CBA 12.5-12.6).</p>