FALL 2024 TEMPORARY FACULTY AND ASE APPOINTMENT PROCESSING DEADLINES

AY 2024-2025 Effective Dates - First and Last Duty Days Semester Appointments	
Fall 2024:	**08/19/2024 - 12/20/2024**
Spring 2025:	**01/21/2025 - 05/23/2025**

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	
Thursday, August 1	Offer Letter Terms Due in the [Faculty Appointment Log](#) *Plan substitute faculty instructors for all classes assigned to new faculty who have not signed an offer letter.*
Monday, August 5	[Temporary Faculty Appointment request forms in OnBase](#) are due. Begin: FS adjusts offer letter start date (prorates) based on when the New Employee Documents and the Form I-9 are completed. *Assign substitutes for candidates who have not completed New Employee Documents and the Form I-9.*
Monday, August 19	Faculty must have completed New Hire Documents and Form I-9 if their Effective Date is 8/19/2024. Begin: FS revises start date (prorates) based on when New Hire Documents and the Form I-9 are completed.
NEW ACADEMIC STUDENT EMPLOYEE (TA, GA, ISA) and REHIRE ASE WITH 12 OR MORE MONTHS BREAK IN SERVICE	
Thursday, August 1	Submit New ASEs to [Non-CHRS Onboarding: Form I-9 Initiation](#) form.
Monday, August 5	[Academic Student Employee Appointment forms in OnBase](#) are due *Prepare substitute TAs to fill in for TAs who have not completed New Employee Documents and the Form I-9.*

Monday, August 19	New ASEs must have completed New Hire Documents and the Form I-9 if their Effective Date is 8/19/2024. Begin: FS revises appointment start date (prorates) based on when the New Employee Documents and the Form I-9 are completed.
RETURNING TEMPORARY FACULTY AND ACADEMIC STUDENT EMPLOYEES	
Monday, August 5	Appointment requests due in OnBase: • Temporary Faculty Appointment request form in OnBase • Academic Student Employee Appointment form in OnBase
Monday, August 19	Begin: FS revises appointment start date (prorates) for late appointments.
OTHER PROCESSING DEADLINES	
Friday, August 23	Appointments due in Payroll/Personnel Transaction Services to meet payroll cutoff and ensure a pay warrant on October 1, 2024.
Friday, September 6	Mass Termination of Temporary Faculty, TAs, and GAs for whom Payroll/Personnel Transaction Services 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 required documents--preventing work authorization.
Processing Notes	Late requests--submitted after dates indicated above--may delay faculty or ASE ability to teach/work by the Effective Date. UP processes late requests in the order of receipt with urgency, but may be unable to prevent delays.
Checklist	Use these checklists to identify required documents for each process: • Checklist for All Temporary Faculty Appointments • Checklist for Academic Student Employee
Special Session	Appointments for Fall 2024 Special Session programs follow these basic procedures. However, all appointments are made using the Faculty Additional Employment Unity Form