

SPRING 2025 TEMPORARY FACULTY AND ASE APPOINTMENT PROCESSING DEADLINES

Effective Dates of Semester Appointments	
First Duty Day:	01/21/2025
Last Duty Day:	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	
Monday, December 9	Offer Letter Terms Due in the Faculty Appointment Log (Formerly Accurate Log)
Monday, December 23	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. <i>Assign substitutes for candidates who have not completed New Employee Documents and the Form I-9.</i>
Tuesday, January 21	Faculty must have completed New Hire Documents and Form I-9 if their Effective Date is 1/21/2025. 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	
Monday, December 9	Submit New ASEs to " Non-CHRS Onboarding: Form I-9 Initiation " spreadsheet and give ASE Intent to Hire Letter to the student.
Monday, December 23	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>
Tuesday, January 21	New ASEs must have completed New Hire Documents and the Form I-9 if their Effective Date is 1/21/2025. 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, December 23	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
Tuesday, January 21	Begin: FS revises appointment start date (prorates) for late appointments.
OTHER PROCESSING DEADLINES	
Friday, January 31	Appointments due in Payroll/Personnel Transaction Services to meet payroll cutoff and ensure a pay warrant on March 1, 2025.
Friday, February 14	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 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	Use these checklists to identify required documents for each process: <ul style="list-style-type: none"> • Checklist for All Temporary Faculty Appointments • Checklist for Academic Student Employee
Special Session or SJSU Online	Appointments for Spring 2025 Special Session programs follow these basic procedures. However, all appointments are made using the Faculty Additional Employment Unity Form
Cancellations	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).