



FALL 2024 TEMPORARY FACULTY AND ASE APPOINTMENT PROCESSING DEADLINES

| AY 2024- 2025 Effective Dates | - First and Last Duty Days |
|-------------------------------|----------------------------|
| 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--

