



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 <a href="#">Faculty Appointment Log</a> (Formerly Accurate Log)
Monday, January 15	<p><a href="#">Temporary Faculty Appointment request forms in OnBase</a> are due.</p> <p>Begin: Delay effective date of new offer letters by 5 business days.</p> <p>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.</p>

Monday, January 22 Deadline for Faculty with 1/22/2024 Effective Date to complete New Employee Documents and Form I-9.

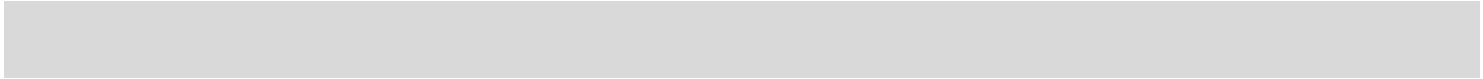
Begin: FS revises prior offer start date (prorates) and issues offer letter addenda based on when New Employee Documents and the Form I-9 are completed.

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TEMPORARY FACULTY AND ACADEMIC  
STUDENT EMPLOYEE APPOINTMENT  
PROCESSING DEADLINES – SPRING 2024

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Checklists

Use these checklists to identify required documents for each process:

- [Checklist for All Temporary Faculty Appointments](#)
- [Checklist for Academic Student Employee](#)

Special Session or  
SJSU Online