

Term	Start Date	End Date
AY 2021-22	08/17/2021	05/27/2022
Fall 2021	08/17/2021	12/17/2021
Spring 2022	01/24/2022	05/27/2022

**Appointments Due to Employee Support Services:** To ensure a pay warrant on March 2, 2022, please submit temporary faculty and academic student employee (ASE) appointments by **5:00 p.m. on Friday, January 21, 2022**. *Department Appointment Personnel: Please check with your College Dean’s Office for your college actual internal deadline.*

**Appointment Packets**

- Temporary Faculty appointments: Email packets to [tempfaculty-ase-appointments@sjsu.edu](mailto:tempfaculty-ase-appointments@sjsu.edu).
  - The email subject must include the name of your ESS rep as well as your college name, e.g. Maria –Social Sciences. You can look up who your ESS rep is on our website at <https://www.sjsu.edu/up/resources/your-up-rep.php>.
  - There must only be one appointment/revision packet per PDF attachment.
  - Each PDF must contain a complete appointment/revision packet, i.e. each document should not be attached separately.
  - The PDF packet name convention is **last\_first\_emplID\_rcd#\_rev#** (use the revision #only if applicable).
- Academic Student Employee appointments: Submit appointments via the Academic Student Employee Submission OnBase form on our website at <https://www.sjsu.edu/up/uptoolkit/onboard/academic-student-employees/index.php>.

**Missing Documents:** Please remember that faculty cannot be rehired if they did not previously provide their required hiring documents, such as transcripts or terms & conditions of employment from the previous semester. Similarly, new faculty cannot be hired if their appointment packet is incomplete.

**New Faculty:** New faculty for Spring 2022 must complete their new hire forms online via DocuSign. The new employee forms are available on our website under Forms By Category - New Employees: <https://www.sjsu.edu/up/resources/forms-and-documents/forms-by-unit/new-employees.php>. Please provide new faculty with this link. New faculty should also review Form I-9 (.pdf) at <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>. Tracker I-9 will email the new faculty to initiate the I-9 process. They will need to provide original documents upon request. New Faculty must complete Form I-9 with University Personnel by **Wednesday, January 26, 2022**.

**Mass Termination:** Temporary faculty, TAs, and GAs who are not reappointed by **5:00 p.m. on Friday, February 11, 2022**, will be mass-terminated at 8:00 a.m. on Monday, February 14, 2022.

Checklists and other forms are available on the University Personnel website at <https://www.sjsu.edu/up/resources/forms-and-documents/index.php>.