

SPRING 2026 TEMPORARY FACULTY AND ASE APPOINTMENT PROCESSING DEADLINES

Effective Dates of Semester 2026 Appointments
First Duty Day: January 20, 2026
Last Duty Day: May 22, 2026
SJSU Online Dates
Session A: January 22, 2026 - March 19, 2026
Session B: March 20, 2026 - May 21, 2026

The dates below (5pm deadlines) pertain to appointing temporary faculty (regular session, Special Session and SJSU Online) 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 (REGULAR AND SPECIAL SESSION) and REHIRE FACULTY WITH 12 OR MORE MONTHS BREAK IN SERVICE	
Monday, November 17	Offer Letter Terms Due in the Faculty Appointment Log
Monday, December 8	Faculty appointments due in OnBase: <ul style="list-style-type: none"> • Regular Session: Temp Faculty Document Upload Form • Special Session and SJSU Online (Session A): Faculty Additional Employment Unity Form
Tuesday, January 20	Faculty must have completed New Hire Documents and Form I-9 if their Effective Date is 1/20/2026. Begin: FS revises start date (prorates) based on when New Hire 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>
Monday, February 23	Faculty appointments due in OnBase for SJSU Online (Session B): <ul style="list-style-type: none"> • SJSU Online (Session B): Faculty Additional Employment Unity Form

NEW ACADEMIC STUDENT EMPLOYEE (TA, GA, ISA) and REHIRE ASE WITH 12 OR MORE MONTHS BREAK IN SERVICE	
Monday, December 1	Submit New ASEs to Non-CHRS Onboarding: Form I-9 Initiation form and give ASE Intent to Hire Letter to the student.
Monday, December 8	ASE appointments due in OnBase: <ul style="list-style-type: none"> • Academic Student Employee Document Upload form
Tuesday, January 20	New ASEs must have completed New Hire Documents and the Form I-9 if their Effective Date is 1/20/2026. Begin: FS revises appointment start date (prorates) based on when the New Employee Documents and the Form I-9 are completed. <i>Prepare substitute TAs to fill in for TAs who have not completed New Employee Documents and the Form I-9.</i>
RETURNING TEMPORARY FACULTY (REGULAR AND SPECIAL SESSION) AND ACADEMIC STUDENT EMPLOYEES	
Monday, December 8	Appointment requests due in OnBase: <ul style="list-style-type: none"> • Regular Session: Temp Faculty Document Upload Form • Special Session and SJSU Online (Session A): Faculty Additional Employment Unity Form • ASE: Academic Student Employee Document Upload form
Tuesday, January 20	Begin: FS revises appointment start date (prorates) for late appointments.
Monday, February 23	Faculty appointments due in OnBase for SJSU Online (Session B): SJSU Online (Session B): Faculty Additional Employment Unity Form
OTHER PROCESSING DEADLINES	
Tuesday, January 20	Appointments due in Payroll/Personnel Transaction Services to meet payroll cutoff and ensure a pay warrant on Monday, March 2, 2026.
Saturday, January 31	Mass Termination of Temporary Faculty (regular session), 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/incomplete documents or unsatisfactory evaluation. New appointments will not be processed without all required/completed documents—preventing work authorization.

<p>Processing Notes</p>	<p>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.</p> <p>Refer to the Critical Path to Employment For Prospective Faculty and encourage prospective faculty to complete all steps.</p>
<p>Resources</p>	<p>Checklists:</p> <ul style="list-style-type: none"> • Checklist for All Temporary Faculty Appointments • Checklist for Academic Student Employee <p>Salary Schedules:</p> <ul style="list-style-type: none"> • Faculty Salary Schedule • Salary Schedule 2322 • ASE Salary Schedule
<p>Additional Employment</p>	<p>All appointments must be completed (form fully filled out and properly signed by all approvers) by the deadline to qualify as “on time.” Faculty should not work in an Additional Employment appointment without UPFS approval.</p> <p>Appointments for Spring 2026 Special Session programs follow these basic procedures. All appointments are made using the Faculty Additional Employment Unity Form.</p> <p>Category 2403 appointments should be submitted at least 3 weeks prior to the appointment start date.</p> <p>Refer to the Faculty Additional Employment website for further information on other Additional Employment appointments.</p>
<p>Cancellations</p>	<p>Regular Session:</p> <p>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).</p> <p>Special Session:</p> <p>Cancel or Change form that is currently being routed for approvals in OnBase</p> <ol style="list-style-type: none"> 1. Send an email to additionalemployment-faculty@sjsu.edu and include the Onbase Doc ID and the change requested. FS will contact you regarding the next steps. <p>Cancel or Change form that has been completed in OnBase</p> <ol style="list-style-type: none"> 1. Submit a new Onbase form and select "Revision" in the Form Type section 2. Enter the Doc ID of the form that need to be revised 3. Describe the changes requested in the notes section labeled "Please explain or justify if any additional workload is requested" 4. Complete the other fields on the form