

FALL 2026 TEMPORARY FACULTY AND ASE APPOINTMENT PROCESSING DEADLINES

AY 2026-2027 Effective Dates - First and Last Duty Days Semester Appointments
Fall 2026: 08/17/2026 - 12/18/2026
Spring 2027: 01/25/2027 - 05/28/2027

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.

FACULTY OR ACADEMIC STUDENT EMPLOYEES (ISA/GA/TA) WHO ARE NEW and REHIRED WITH 12 OR MORE MONTHS BREAK IN SERVICE	
Friday, July 24	Faculty: • Offer Letter Terms Due in the Faculty Appointment Log. • <i>Plan substitute faculty instructors for all classes assigned to new faculty who have not signed an offer letter.</i> ASEs: • Submit New ASEs to Non-CHRS Onboarding: Form I-9 Initiation form and give ASE Intent to Hire Letter to the student.
Friday, July 31	Faculty: • Temporary Faculty Appointment request forms in OnBase are due. • Special session appointments submitted in the Faculty Additional Employment Unity Form 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> ASEs: • Academic Student Employee Appointment forms in OnBase are due. • Prepare substitute TAs to fill in for TAs who have not completed New Employee Documents and the Form I-9.
Monday, August 17	Faculty and ASEs must have completed New Hire Documents and Form I-9 if their Effective Date is 8/17/2026. Begin: FS revises start date (prorates) based on when New Hire Documents and the Form I-9 are completed.

RETURNING TEMPORARY FACULTY AND ACADEMIC STUDENT EMPLOYEES (ISA/GA/TA)	
Friday, July 24	Appointment requests due in OnBase: • Temporary Faculty Appointment request form in OnBase • Special session appointments submitted in the Faculty Additional Employment Unity Form • Academic Student Employee Appointment form in OnBase
Monday, August 17	Begin: FS revises appointment start date (prorates) for late appointments.
OTHER PROCESSING DEADLINES	
Monday, August 17	Temporary Faculty and ASE appointments due in Payroll/Personnel Transaction Services to meet payroll cutoff and ensure a pay warrant on Thursday, October 1, 2026.
Friday, August 15	Mass Termination of Temporary Faculty, TAs, and GAs who do not have a contract in CSU Contract Data
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 required documents or unsatisfactory evaluation. • New appointments will not be processed without all required documents—preventing work authorization.
Processing Notes	• CSU Contract Data should be entered by the first day of the semester if the faculty is working for the fall semester. • ASE appointments may have start and end dates within the academic year; summer appointments require separate submission. • 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. • Refer to the Critical Path to Employment For Prospective Faculty and encourage prospective faculty to complete all steps.
Resources	Use these checklists to identify required documents for each process: • Checklist for All Temporary Faculty Appointments • Checklist for Academic Student Employee Refer to these Salary Schedules for salary minimums and maximums: • Faculty Salary Schedule • Salary Schedule 2322 • ASE Salary Schedule

Additional Employment	Appointments for Fall 2026 Special Session programs follow these basic procedures. However, all appointments are made using the Faculty Additional Employment Unity Form .		
	SJSU Online Appointment Class	Session A: 8/19/2026 - 10/15/2026 8/19/2026 - 10/8/2026	Session B: 10/16/2026 -12/17/2026 10/16/2026 -12/10/2026
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).		

**RETIRED
DOCUMENT**