

WINTER AND WINTER INTERSESSION 2025 PROCESSING DEADLINES

Session	Deadline
Winter Session Special Session SJSU Online	Wednesday, December 11, 2024
Category 2403	2 weeks prior to appointment start date

The dates below (5pm deadlines) pertain to appointing faculty 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

Late requests that have not been approved by the deadlines below may be denied.

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	
Wednesday, December 4	Offer Letter Terms Due in the Faculty Appointment Log
Wednesday, December 11	<p>Appointment request forms in OnBase are due.</p> <p>Begin: Delay effective date of new offer letters by 5 business days</p> <p><i>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.</i></p>
Thursday, January 2	<p>First day of instruction.</p> <p>Deadline for faculty with 1/2/2024 effective date to complete New Employee Documents and Form I-9.</p> <p>Begin: FS revises start date (prorates) and issues offer letter addenda based on when New Employee Documents and the Form I-9 are completed.</p>

RETURNING TEMPORARY FACULTY AND REHIRE FACULTY WITH LESS THAN 12 MONTHS BREAK IN SERVICE	
Wednesday, December 11	Appointment requests due in OnBase: <ul style="list-style-type: none"> • Appointment request form in OnBase
Thursday, January 2	First day of instruction.
CATEGORY 2403 APPOINTMENTS	
Deadline to submit appointments to OnBase	Appointments must be submitted to OnBase at least 2 weeks prior to the start date. Review the website for more information.
NOTES	
4 unit courses	Appointment start date must be December 26, 2024 for all 4 unit courses .
Disqualifying Issues	Faculty may not be reappointed if flagged for missing documents or unsatisfactory evaluation. New appointments will not be processed without all documents—preventing work authorization.
Checklists	Use these checklists to identify required documents for each process: <ul style="list-style-type: none"> • Checklist for All Temporary Faculty Appointments
Resources	Refer to the following resources: <ul style="list-style-type: none"> • Additional Employment website • Complete the Faculty Additional Employment Unity Form • Winter Session Additional Employment Guidance
Completed Forms	Ensure that all required forms are submitted and completed accurately to avoid delays in processing or cancellation of forms. Initiators of the Faculty Additional Employment Unity Form will receive email notifications of any required updates. If a form is canceled, the appointment must be resubmitted on a new form in order to be approved.