

**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.*

<b>NEW FACULTY and REHIRE FACULTY WITH 12 OR MORE MONTHS BREAK IN SERVICE</b>	
<b>Wednesday, December 4</b>	Offer Letter Terms Due in the <a href="#">Faculty Appointment Log</a>
<b>Wednesday, December 11</b>	<p><a href="#">Appointment request forms in OnBase</a> 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. <b>Faculty may not work prior to completing all required items/EVC issued.</b></i></p>
<b>Thursday, January 2</b>	<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>

<b>RETURNING TEMPORARY FACULTY AND REHIRE FACULTY WITH LESS THAN 12 MONTHS BREAK IN SERVICE</b>	
<b>Wednesday, December 11</b>	Appointment requests due in OnBase: <ul style="list-style-type: none"> <li>• <a href="#">Appointment request form in OnBase</a></li> </ul>
<b>Thursday, January 2</b>	First day of instruction.
<b>CATEGORY 2403 APPOINTMENTS</b>	
<b>Deadline to submit appointments to OnBase</b>	Appointments must be submitted to OnBase at least 2 weeks prior to the start date. Review the <a href="#">website</a> for more information.
<b>NOTES</b>	
<b>4 unit courses</b>	Appointment start date must be <b>December 26, 2024</b> for all <b>4 unit courses</b> .
<b>Disqualifying Issues</b>	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.
<b>Checklists</b>	Use these checklists to identify required documents for each process: <ul style="list-style-type: none"> <li>• <a href="#">Checklist for All Temporary Faculty Appointments</a></li> </ul>
<b>Resources</b>	Refer to the following resources: <ul style="list-style-type: none"> <li>• <a href="#">Additional Employment website</a></li> <li>• Complete the <a href="#">Faculty Additional Employment Unity Form</a></li> <li>• <a href="#">Winter Session Additional Employment Guidance</a></li> </ul>
<b>Completed Forms</b>	Ensure that all required forms are submitted and completed accurately to avoid delays in processing or cancellation of forms. <p>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.</p>