

**WINTER AND WINTER INTERSESSION 2026 PROCESSING DEADLINES**

| SESSION                           | START AND END DATES                                                 | DEADLINE                      |
|-----------------------------------|---------------------------------------------------------------------|-------------------------------|
| Winter Session<br>Special Session | January 4 - 22, 2027                                                | Monday, November 30, 2026     |
| Category 2403                     | Appointment dates may occur at any time during the winter timeframe | 2 weeks before the 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
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                   |                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Friday, November 13</b>                                                               | Offer Letter Terms Due in the <a href="#">Faculty Appointment Log</a>                                                                                                                                                                                                                                                                                                                                                    |
| <b>Monday, November 30</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>Monday, January 4</b>                                                                 | <p>First day of instruction.</p> <p>Deadline for faculty with 1/4/2027 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 |                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Monday, November 30</b>                                                               | <p>Appointment requests due in OnBase:</p> <ul style="list-style-type: none"> <li>• <a href="#">Appointment request form in OnBase</a></li> </ul>                                                                                                                                                                                                                                                                        |
| <b>Monday, January 4</b>                                                                 | First day of instruction.                                                                                                                                                                                                                                                                                                                                                                                                |

| CATEGORY 2403 APPOINTMENTS                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Deadline to submit appointments to OnBase</b> | Appointments must be received by FS via OnBase at least 2 weeks before the start date. <a href="#">Review the website</a> for more information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>NOTES</b>                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Processing Notes</b>                          | Once appointments are submitted, FS will review appointments to verify that faculty are within the limits of Additional Employment and do not go over the 125% maximum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Disqualifying Issues</b>                      | Faculty may not be reappointed if flagged for missing documents or unsatisfactory evaluation. New appointments will not be processed until all hiring documents are submitted, including 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 webpage</a></li> <li>• Complete the <a href="#">Faculty Additional Employment Unity Form</a></li> <li>• <a href="#">Winter Session Additional Employment Guidance</a></li> <li>• <a href="#">Faculty Salary Schedule - 2322</a></li> <li>• <a href="#">Schedule Production: Winter 2027 Intersession</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Appointment Forms</b>                         | <p>All appointments must be completed (form fully filled out and properly signed by all approvers) by November 30, to qualify as "on time." Faculty should not work in an Additional Employment appointment without FS approval.</p> <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> <p><b>Cancel or Change form that is currently being routed for approvals in OnBase</b></p> <ol style="list-style-type: none"> <li>1. Send an email to <a href="mailto:additionalemployment-faculty@sjsu.edu">additionalemployment-faculty@sjsu.edu</a> and include the Onbase Doc ID and the change requested. FS will contact you regarding the next steps.</li> <li>2. Cancel or Change form that has been completed in OnBase</li> <li>3. Submit a new Onbase form and select "Revision" in the Form Type section</li> <li>4. Enter the Doc ID of the form that need to be revised</li> <li>5. Describe the changes requested in the notes section labeled "Please explain or justify if any additional workload is requested"</li> <li>6. Complete the other fields on the form</li> </ol> |

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| <b>Contact Information</b> | <p>Email <a href="mailto:additionalemployment-faculty@sjsu.edu">additionalemployment-faculty@sjsu.edu</a></p> <p>Attend an <a href="#">Open Lab Session</a> on Tuesdays at 9am or Thursday at 2pm</p>                                                                                                                                                                                                                                                                                                                                                              |
| <b>Winter Advising</b>     | <p>Faculty may perform advising duties during the winter term.</p> <p>For advising in service to the Special Session, please submit a PACE Special Session Non-Instructional Appointment. For advising related to state-side appointments (general fund), appoint full-time faculty using Category 2403 for payment.</p> <p>Part-time faculty must be appointed to a 12-month lecturer position using job code 2359. For appointment paperwork, please email <a href="mailto:tempfaculty-ase-appointments@sjsu.edu">tempfaculty-ase-appointments@sjsu.edu</a>.</p> |