

WINTER 2026 PROCESSING DEADLINES

SESSION	START AND END DATES	DEADLINE
Winter Session Special Session	December 22-23, 2025 through January 2-16, 2026	Friday, December 5, 2025
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 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	
Friday, November 14	Offer Letter Terms Due in the Faculty Appointment Log
Friday, December 5	<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>
Monday, December 22	<p>First day of instruction.</p> <p>Deadline for faculty with 12/22/2025 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	
Friday, December 5	Appointment requests due in OnBase: <ul style="list-style-type: none"> Appointment request form in OnBase
Monday, December 22	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	
Processing Notes	<ul style="list-style-type: none"> 1 unit courses can start on 1/2/2026 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.
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 Faculty Salary Schedule - 2322 Schedule Production: Winter 2026 Intersession
Appointment Forms	<p>All appointments must be completed (form fully filled out and properly signed by all approvers) by December 5, 2025, to qualify as "on time." Faculty should not work in an Additional Employment appointment without UPFS 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>Cancel or Change form that is currently being routed for approvals in OnBase</p> <ol style="list-style-type: none"> 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"> Submit a new Onbase form and select "Revision" in the Form Type section Enter the Doc ID of the form that need to be revised

	<p>3. Describe the changes requested in the notes section labeled "Please explain or justify if any additional workload is requested"</p> <p>4. Complete the other fields on the form</p>
Contact Information	<p>Email additionalemployment-faculty@sjsu.edu</p> <p>Attend an Open Lab Session on Tuesdays at 9am or Thursday at 2pm</p>
Winter Advising	<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 up-faculty-appointments@sjsu.edu.</p>

RETIRED DOCUMENT