

SUMMER SESSION APPOINTMENT - PROCESSING DEADLINES SUMMER 2025

PaCE Summer (job code 2357) and Stateside Summer (job code 2457) Appointments			
Appointments	Start and End Dates	New Hires and Rehires - Break in Service of More than 12 Months	Rehires - Break in Service of Less than 12 Months
Session 1 (10 weeks)	June 2 - August 8	May 9	May 12
Session 2 (5 weeks)	June 2 - July 3		
Session 3 (5 weeks)	July 7 - August 8		
Special Session (job code 2322) Appointments			
Appointments	Start and End Dates	New Hires and Rehires - Break in Service of More than 12 Months	Rehires - Break in Service of Less than 12 Months
SJSU Online (8 weeks)	June 2 - July 23	May 9	May 12
PaCE Special Session	Appointment dates may occur at any time during the summer timeframe	Submit 3 weeks prior to start date	

The dates below (5pm deadlines) pertain to Summer Special Session and State Side Summer appointments, to ensure that:

1. Instructors gain access to Canvas and other SJSU resources in a timely manner. Appointment forms must be complete and received by Faculty Services by the deadline dates above. Forms submitted by the deadline but not complete are not considered received on time
2. Faculty receive payment for their work on time according to their appointment
3. SJSU adheres to all California and Federal work laws and regulations

Work authorization (new employee documents and I-9 verification) 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 2-3 week turnaround between submission of appointment requests and work authorization.

Departments: Please check with your Dean's Office for your college actual internal deadline.

New Hires & Rehires - Break in Service of More than 12 Months	
Monday, May 5	Terms of Letter Due in the Faculty Appointment Log
Friday, May 9	Completed appointment form received by Faculty Services in Faculty Additional Employment Form in OnBase . <i>Plan substitute faculty instructors for all classes assigned to new faculty who have not signed an Offer Letter.</i>
Monday, June 2	Start of summer session Faculty must have completed New Hire Documents and I-9 Verification Begin: FS revises prior offer start date (prorates) and issues offer letter addenda based on when New Employee Documents and the Form I-9 are completed. <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>
Reappointment & Rehires - Break in Service of Less than 12 Months	
Monday, May 12	Completed appointment form received by Faculty Services in Faculty Additional Employment Form in OnBase .
Monday, June 2	Start of summer session
Notes	
Processing Notes	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. Appointments must be submitted to the Faculty Additional Employment Form in OnBase .
Checklists	Use the Checklist for All Temporary Faculty Appointments to see all required application materials that must be submitted.
Substitute Faculty	If faculty do not complete the onboarding tasks by the start date, contact Additional Employment to hire a substitute faculty.
Cancel an Appointment OR Request a Change	If the form is currently being routed for approvals in Onbase: 1. 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. If the form has been completed in Onbase: 1. Submit a new Onbase form and select "Revision" in the Form Type section 2. Enter the Doc ID of the form that need to be revised 3. Describe the changes requested in the notes section labeled "Please explain or justify if any additional workload is requested" 4. Complete the other fields on the form

**Contact
Information**

Email additionalemployment-faculty@sjsu.edu

Attend an [Open Lab Session](#) on Tuesdays at 9am or Thursday at 2pm

Please read the [Summer Additional Employment Guidance](#) for additional information.

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