

Division of Social Sciences

Academic Year 2018-2019 Deadlines - Temporary Files

Files must be submitted to the Division on or before the following deadlines.

Type of File/Effective Quarter	Deadline for File to be Submitted to Dean's Office
Pre-Six Year Unit-18 Lecturer Files	
2018-2019 Academic Year Appointments	May 1, 2018 or as soon as practicable thereafter. Letters of appointment shall be issued to academic year appointees by June 1st or as soon thereafter as practicable for courses being offered the next academic year, as stated in the MOU (Page 3, Article 7a.C.1).
Fall 2018	One quarter prior, or no later than July 19, 2018.
Winter 2019	One quarter prior, or no later than November 2, 2018.
Spring 2019	One quarter prior, or no later than February 1, 2019. Letters of appointment or reappointment shall be issued to appointees with quarter appointments no later than thirty (30) calendar days prior to the commencement of the service period, or as soon as practicable thereafter. (MOU - Page 3, Article 7a.C.2).
Continuing Files, Initial and Merit Review Files	
Fall 2018 and Academic Year 2018-2019*	The University (Department/Unit) shall conduct the excellence review in the academic year in which the 18th quarter of service occurs, and the University (Department/Unit) shall complete the excellence review prior to the commencement of the 19th quarter. (MOU - Page 1, Article 7b.A.3).
Initial Continuing Appointment Files	January 4, 2019
Merit Review Files for Continuing Appointees	February 2, 2019
<i>*All Initial Continuing Appointments and Merit Review files for Continuing Appointees shall be effective July 1st.</i>	
Visiting Titles	
Fall 2018	One quarter prior, or no later than July 17, 2018*. <i>* For academic year appointments effective 7/1/18, please submit file by June 5, 2018, to meet July 2018 payroll deadline.</i>
Winter 2019	One quarter prior, or no later than November 5, 2018.
Spring 2019	One quarter prior, or no later than February 1, 2019.
Recall Appointments (EVC Final Authority)	
Academic Year 2018-2019	Six weeks prior to the start of the quarter that the recall will begin.

NOTE: Due dates are subject to change

Updated: 5/3/2018