

## School of Social Sciences

### Academic Year 2023-2024 Deadlines - Pre-Six, Continuing, Visiting and Other Temporary Appointment Files

Files must be submitted to the Dean's office on or before the following deadlines.

Type of File/Effective Quarter	School Deadlines
<b>Pre-Six Year Unit-18 Lecturer Files</b>	
2023-2024 Academic Year Appointments (Pre-six Initial Appointment and Reappointment)	Files due May 1, 2023 Letters of initial appointment or reappointment shall be issued to all academic year appointees by <b>June 1st</b> at quarter campuses being offered the next academic year..(Article 7A.C)
Statement of Interest (SOI) - for appointees in a current multi-year appointment	No later than October 15 before the end of the appointment.  For quarterly appointments, refer to the current MOU. (Article 7A.J.1)
Supplemental Notice	Supplemental notices shall be issued as soon as possible and no later than thirty (30) days prior to the commencement of the term of service. (Article 7A.C.5.g.2)
Outcome of Teaching Effectiveness	As soon as the teaching effectiveness review is completed at the departmental level, file is submitted to the Dean's office; outcome of review shall be issued within 20 calendar days from its completion.
Fall 2023: Service start date: September 25, 2023	Files due one quarter prior, or no later than June 27, 2023; Offer letter issued: July 27, 2023.
Winter 2024: Service start date: January 3, 2024	Files due one quarter prior, or no later than October 4, 2023; Offer letter issued: November 3, 2023.
Spring 2024: Service start date: March 27, 2024	Files due one quarter prior, or no later than December 22, 2023; Offer letter issued: January 26, 2024.
	Quarterly appointments: Offer letters issued no later than <b>60</b> calendar days prior to the commencement of the first service period in the appointment. (Article 7A.C.2)
<b>Continuing Files, Initial and Merit Review Files</b>	
	The University shall conduct the excellence review in the academic year in which the 18th quarter of service occurs, and the University shall complete the excellence review prior to the commencement of the 19th quarter. However, the University shall not be obligated to complete an excellence review if the NSF does not perform service in an eighteenth (18th) quarter. Following completion of the excellence review, the University shall notify the Unity-18 faculty member of the results. (MOU - Article 7b.A.4)
<b>Initial Continuing Appointment Files</b> Please take into account <a href="#">CAP schedule</a> during the AY when preparing the file.	Either Continuing status or a Continuing appointment, if any, shall commence at the start of a 19th quarter, regardless of when the excellence review is completed. (Article 7b.A.10)
<b>Review Files for Continuing Appointees</b>	Refer to the School Deadlines for AY2023-2024. Review files for Continuing Appointees shall be effective July 1st.
<b>Visiting Titles</b>	
2023-2024 Academic Year Appointments	One quarter prior or no later than May 1, 2023.
Fall 2023	One quarter prior, or no later than July 14, 2023.
Winter 2024	One quarter prior, or no later than November 3, 2023.
Spring 2024	One quarter prior, or no later than February 2, 2024.
<b>Recall Appointments (EVC Final Authority)</b>	
Academic Year 2023-2024	Six weeks <b>prior</b> to the start of the quarter that the recall will begin.

NOTE: Due dates are subject to change.

Updated: 2/6/2023