

Division of Social Sciences

Academic Year 2022-2023 Deadlines - Pre-Six, Visiting and Other Temporary Appointment Files

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

Type of File/Effective Quarter	Divisional Deadlines
Pre-Six Year Unit-18 Lecturer Files	
<p>2022-2023 Academic Year Appointments (Pre-six Initial Appointment and Reappointment)</p> <p>Statement of Interest (SOI) - for appointees in a current appointment Supplemental Notice for AY appointees issued to the Unit 18 faculty no later than August 19, 2022.</p> <p>Fall 2022: Service start date: September 19, 2022</p> <p>Winter 2023: Service start date: January 4, 2023</p> <p>Spring 2023: Service start date: March 29, 2023</p>	<p>Files due May 1, 2022 Letters of initial appointment or reappointment shall be issued to all academic year appointees by June 1st at quarter campuses being offered the next academic year..(Article 7A.C)</p> <p>No later than October 15 before the end of the appointment.</p> <p><i>Process TBD</i></p> <p>Files due one quarter prior, or no later than June 21, 2022; Offer letter issued: July 21, 2022.</p> <p>Files due one quarter prior, or no later than October 5, 2022; Offer letter issued: November 4, 2022.</p> <p>Files due one quarter prior, or no later than December 22, 2022; Offer letter issued: January 27, 2023.</p> <p>Quarterly appointments: Offer letters issued no later than 60 calendar days prior to the commencement of the first service period in the appointment. (Article 7A.C.2)</p>
Continuing Files, Initial and Merit Review Files	
<p>Initial Continuing Appointment Files Please take into account CAP schedule during the AY when preparing the file.</p> <p>Merit Review Files for Continuing Appointees</p>	<p>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)</p> <p>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)</p> <p>February 1, 2023 Merit review files for Continuing Appointees shall be effective July 1st.</p>
Visiting Titles	
<p>Fall 2022</p> <p>Winter 2023</p> <p>Spring 2023</p>	<p>One quarter prior, or no later than July 15, 2022*. <i>* For academic year appointments effective July 1, 2022, please submit file by June 1, 2022, to meet July 2022 payroll deadline.</i></p> <p>One quarter prior, or no later than November 4, 2022.</p> <p>One quarter prior, or no later than February 3, 2023.</p>
Recall Appointments (EVC Final Authority)	
Academic Year 2022-2023	Six weeks prior to the start of the quarter that the recall will begin.

NOTE: Due dates are subject to change.

Updated: 2/18/2022