DIVISION OF SOCIAL SCIENCES  
ACADEMIC PERSONNEL  
2013-14  
(July 1, 2013 to June 30, 2014)  
DEADLINES

NON-INSTRUCTIONAL ACADEMIC APPOINTMENT/ REAPPOINTMENTS  
(Examples of non-instructional titles are Professional Researcher, Specialist, Academic Coordinators, Research Professors, etc.)

Files must be submitted to the Division at least six weeks prior to the appointment’s start date.

DIVISIONAL CONTACT:  
Gillian McGuire 459-2912 (for Research Professor appointment/reappointments)  
Betsy Tyler 459-5155 (Appointment/reappointment to all other titles)

FACULTY INSTRUCTIONAL APPOINTMENT/ REAPPOINTMENTS  
(Examples of instructional titles are Continuing Lecturers, Lecturers, Recall Professors, and Recall LSOE)

Appointment/reappointment files must be submitted to the Division on or before the following deadlines.

• Academic Year Files (appointed to work all three quarters in 2013-14): 5/24/13
• Fall Quarter 2013: 8/2/13
• Winter Quarter 2014: 11/8/13
• Spring Quarter 2014: 2/10/14

DIVISIONAL CONTACTS:  
Gillian McGuire 459-2912 — Recall Professor and Recall LSOEs  
Betsy Tyler 459-5155 — Non-Senate Faculty Appointments/Reappointments

STUDENT INSTRUCTIONAL APPOINTMENT/ REAPPOINTMENTS  
(Example of student instructional titles are Readers, Tutors, Teaching Assistants (TA), Associate In-, and Teaching Fellows)

Appointment/reappointment files must be submitted to the Division on or before the following deadlines.

TA, Reader, Tutor, Remedial Tutors
• Fall Quarter 2013: 8/2/13
• Winter Quarter 2014: 11/8/13
• Spring Quarter 2014: 2/10/14

Teaching Fellow/Associate In- appointments Requiring CEP review/approval.
• Fall 2013: 4/8/13
• Winter 2014: 9/30/13
• Spring 2014: 1/13/14

Teaching Fellow/Associate In- that do not require CEP approval
• Fall Quarter 2013: 8/2/13
• Winter Quarter 2014: 11/8/13
• Spring Quarter 2014: 2/10/14

DIVISIONAL CONTACT: Lena Sushko 459-3994

Per Article 2- Appointment Notification of the ASE Contract, please make every effort to provide students yearlong appointments. The contract requests that appointment offers be extended to students in the spring quarter that precedes the academic year in which the students will hold the appointments. If this is not possible, employment offers must be made as soon as practicable. At a minimum, the Division must make appointment offers at least 30 days prior to the quarter’s start. Adherence to the deadlines listed above will ensure compliance with campus policy and the ASE Union contract.
J-1 VISAS: INTERNATIONAL STUDENTS AND SCHOLARS

Required documents must be submitted to the division with the following lead times.

- J-1 Visa Applications: at least twelve weeks prior to the visitor’s start date
- J-1 Visa Extensions: at least six weeks prior to the J-1 Scholar’s current program end date.
- J-1 Visa Transfers: at least six weeks prior the transfer date.

DIVISIONAL CONTACTS:
Student Scholars: Lena Sushko 459-3994
Non-student Scholars: Betsy Tyler 459-5155

2012-13 FACULTY APPOINTMENTS (Including Visiting Professor appointments/reappointments)

- Faculty appointment files must be submitted to the Division of Social Sciences on or before 3/18/14.

Please contact Gillian McGuire if you anticipate that you will not be able to meet the Mach 18 deadline. Note that formal offers for intercampus transfer (i.e., from another UC campus) must be made on or before April 1, 2013. Additionally, formal offers to candidates holding tenure or tenure-track appointments at AAU institution and other California Institutions must be made on or before April 30, 2013.

DIVISIONAL CONTACT: Gillian McGuire 459-2912

2012-13 ACADEMIC PERSONNEL CALL

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

Ladder Rank Faculty Reviews (including Lectures with Security of Employment)
- Merit Reviews: 12/6/13
- Accelerated Merits; Mid-career; Promotions; Professor, Step 6 and Above Scale Merits: 1/17/14

DIVISIONAL CONTACT: Gillian McGuire 459-2912

Unit 18 Reviews
- Continuing Lecturers: 2/17/14

DIVISIONAL CONTACT: Betsy Tyler 459-5155

Non-Academic Reviews
(Appplies to titles such as Professional Researcher Series, Specialist Series, Academic Coordinator Series, etc.)

- Files are to be forwarded to the Division at least six weeks prior to the action’s effective date.

DIVISIONAL CONTACT: Betsy Tyler 459-5155