

**DIVISION OF SOCIAL SCIENCES
ACADEMIC PERSONNEL
2018-19
(July 1, 2018 to June 30, 2019)
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:

[Betsy Tyler](#) 459-5155 (Appointment/Reappointments)

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 2018-19): **5/15/18**
- Fall Quarter: **8/2/18**
- Winter Quarter: **11/8/18**
- Spring Quarter: **2/7/19**

DIVISIONAL CONTACTS:

Emily Johnson 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: **7/15/18**
- Winter Quarter: **11/8/18**
- Spring Quarter: **2/7/19**

Teaching Fellow/Associate In- appointments Requiring CCI review/approval.

- Fall: **5/1/18**
- Winter: **9/27/18**
- Spring: **1/3/19**

Teaching Fellow/Associate In- that do not require CCI approval

- Fall Quarter: **8/2/18**
- Winter Quarter: **11/8/18**
- Spring Quarter: **2/7/19**

DIVISIONAL CONTACTS: Hannah Lyde-Epperson 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: Hannah Lyde-Epperson 459-3994

2018-19 FACULTY APPOINTMENTS (Including Visiting Professor appointments/reappointments)

- Faculty appointment files must be submitted to the Division of Social Sciences on or before **3/19/19**.

Please contact Emily Johnson if you anticipate that you will not be able to meet the March 19 deadline. **Note** that formal offers for intercampus transfer (i.e., from another UC campus) must be made on or before **March 31, 2019**. **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, 2019**.

DIVISIONAL CONTACT: Emily Johnson 459-2912

2018-19 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: **12/6/18 December deadline**
- Accelerated Merits; Mid-career; Promotions; Professor, Step 6 and Above Scale Merits: **1/17/19 January deadline**

DIVISIONAL CONTACT: Emily Johnson 459-2912

Unit 18 Reviews

- Continuing Lecturers: **2/21/19**

DIVISIONAL CONTACT: [Betsy Tyler](#) 459-5155

Non-Instructional Merit Reviews

(Applies to titles such Specialist Series, Academic Coordinator Series, etc.)

- Files are to be forwarded to the Division **at least eight weeks prior** to the action's effective date.
- For Research Series: **2/21/19**

DIVISIONAL CONTACT: [Betsy Tyler](#) 459-5155
