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

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

DIVISIONAL CONTACT:
Jackie Davila 459-5155, jydavila@ucsc.edu (Appointment/Reappointments)
Max Valera 459-3859, mavalera@ucsc.edu (Graduate Student Researchers)

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 2019-20): 5/3/19
• Fall Quarter: 8/2/19
• Winter Quarter: 10/4/19
• Spring Quarter: 2/7/20

DIVISIONAL CONTACTS:
Emily Johnson 459-2912, ejohnso3@ucsc.edu - Recall Professor and Recall LSOEs
Jackie Davila 459-5155, jydavila@ucsc.edu - 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, Remedial Tutors
We ask that you assign all Q’s that the student will work in 19-20 by the Fall deadline, due to UCPath
• Fall Quarter: 7/12/19
• Winter Quarter: 10/4/19
• Spring Quarter: 2/7/20

Teaching Fellow/Associate In- using GSI Form Workflow Plus
Fall: 5/1/19
Winter: 9/13/19
Spring: 1/3/20

DIVISIONAL CONTACTS: Max Valera 459-3859, mavalera@ucsc.edu

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 2 months 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 Hamilton 459-3994, hlydeepp@ucsc.edu

2019-20 FACULTY APPOINTMENTS (Including Visiting Professor appointments/reappointments)

- Faculty appointment files must be submitted to the Division of Social Sciences on or before 3/19/20.

Please contact Emily Johnson if you anticipate that you will not be able to meet the Mach 19 deadline. Note that formal offers for intercampus transfer (i.e., from another UC campus) must be made on or before March 31, 2020. 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, 2020.

DIVISIONAL CONTACT: Emily Johnson 459-2912, ejohnso3@ucsc.edu

2019-20 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: 12/6/19 December deadline
- Accelerated Merits; Mid-career; Promotions; Professor, Step 6 and Above Scale Merits: 1/17/20 January deadline

DIVISIONAL CONTACT: Emily Johnson 459-2912, ejohnso3@ucsc.edu

Unit 18 Reviews
- Continuing Lecturers: 2/21/20

DIVISIONAL CONTACT: Jackie Davila 459-5155, jydavila@ucsc.edu

Non-Instructional Merit Reviews
(Appplies 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: 2/21/20

DIVISIONAL CONTACT: Jackie Davila 459-5155, jydavila@ucsc.edu

Please note the earlier deadlines for some titles due to the conversion from PPS to UCPath (https://ucpath.ucsc.edu/).