

**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)

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**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

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**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.

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## **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

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## **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 March 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

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## **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**

(Applies 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

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