

Per [Article 2- Appointment Notification](#) of the ASE Contract, please make every effort to provide students year long 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 to the transfer date.**

DIVISIONAL CONTACT: Hannah Hamilton 459-3994, hlydepp@ucsc.edu

FACULTY APPOINTMENTS (Including Visiting Professor appointments/reappointments) •

Faculty appointment files **deadlines:**

<https://apo.ucsc.edu/advancement/academic-advancement/call-calendar.html>

Please contact Emily Johnson if you anticipate that you will not be able to meet the deadlines.

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

ACADEMIC PERSONNEL CALL

Review files must be submitted to the Division **8 weeks prior to start of quarter** the following deadlines.

LadderRankFacultyReviews(including LectureswithSecurityofEmployment)

- Merit Reviews;
- Accelerated Merits; Mid-career; Promotions; Professor, Step 6 and Above Scale Merits

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

Unit 18 Reviews

- Continuing Lecturers: **8 weeks prior to start of quarter**

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

Non-Instructional Merit Reviews

(Applies to titles such as 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: **6 weeks prior to start of quarter**

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