DIVISION OF SOCIAL SCIENCES  
ACADEMIC PERSONNEL  
 Appointment  
 DEADLINES

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 6 weeks prior to the appointment’s start date.  
DIVISIONAL CONTACT:  
Jackie Davila jydavila@ucsc.edu (Appointment/Reappointments)  
Jenifer Sosa jrsosa@ucsc.edu (Academic Student Appointments)

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 8 weeks prior to the quarter start date.  
Academic Year Files (appointed to work all three quarters within the academic year): 8 weeks prior to start of academic year.  
DIVISIONAL CONTACTS:  
Emily Johnson 459-2912, ejohnso3@ucsc.edu - Recall Professor and Recall LSOEs  
Jackie Davila jydavila@ucsc.edu - Non-Senate Faculty Appointments/Reappointments

STUDENT INSTRUCTIONAL APPOINTMENT/ REAPPOINTMENTS  
(Example of student instructional titles are Readers, Tutors, Teaching Assistants (TA), Associate Instructors, and Teaching Fellows)  
Appointment/reappointment files must be submitted to the Division 8 weeks prior to quarter start date.  
Academic Year Files (appointed to work all three quarters within the academic year): 8 weeks prior to start of academic year.  

TA, Reader, Remedial Tutors  
We ask that you assign all Quarters that the student will work within the Academic Year  
Teaching Fellow/Associate Instructors using the CARS Portal  
8 weeks prior to quarter start date  
DIVISIONAL CONTACTS: Jenifer Sosa, jrsosa@ucsc.edu
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 hlydeepp@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 Lectures with Security of Employment)

• 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 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 jydavila@ucsc.edu