

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 [jdavila@ucsc.edu](mailto:jdavila@ucsc.edu) (Appointment/Reappointments)

Jenifer Sosa [jrsosa@ucsc.edu](mailto: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.**

**Academic Administrative Calendars:**

<https://registrar.ucsc.edu/calendar/2023-24calendar-two-pages.pdf>

DIVISIONAL CONTACTS:

Emily Johnson 459-2912, [ejohnso3@ucsc.edu](mailto:ejohnso3@ucsc.edu) - Recall Professor and Recall LSOEs

Jackie Davila [jdavila@ucsc.edu](mailto:jdavila@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.**

**Academic Administrative Calendars:** <https://registrar.ucsc.edu/calendar/2023-24calendar-two-pages.pdf>

**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](mailto: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 [hlydepp@ucsc.edu](mailto: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](mailto:ejohnso3@ucsc.edu)

## **ACADEMIC PERSONNEL CALL**

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

### **Ladder Rank Faculty Reviews (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](mailto:ejohnso3@ucsc.edu)

### **Unit 18 Reviews**

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

DIVISIONAL CONTACT: Jackie Davila [jydavila@ucsc.edu](mailto: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](mailto:jydavila@ucsc.edu)