

Fall 2017
Appointment Target Dates for Faculty Affairs
Semester dates: 8/17/17 – 12/20/17

Target dates are entered on Faculty Affairs Google Calendar-
<http://www.fresnostate.edu/academics/facultyaffairs/calendars/index.html>

August 3, 2017: All Fall appointments should be received in Faculty Affairs by this date to ensure timely processing of Parking, Emails, etc., please confirm with your Dean's office for any other internal deadlines.

NOTE: Appointment notices will be processed on a first in, first out basis, any appointments received after cutoff will be processed based on Faculty Affairs workload.

August 20, 2017: Last Day for New hires to complete payroll paperwork and I-9 –this is a Federal requirement. Remind them to bring their appropriate documentation. This will ensure that insure there is no lapse in their pay status or benefit coverage. New hires can complete paperwork by making an appointment at <https://goo.gl/forms/e9GTIFTBs0acUmWt2>.

September 10, 2017: Classes cannot be cancelled after the 3rd class meeting. If a class is cancelled before the 3rd meeting, pay using Early Termination for the days worked prior to the cancellation

September 14, 2017: Departments need to notify Office of Faculty Affairs of any temporary faculty without a Fall appointment. Submit a separation notice form or a zero unit appointment notice for 3-year lecturers.

NOTE: Temporary faculty with a **3-year appointment** (1 of 3, 2 of 3, or 3 of 3) will continue on payroll unless Faculty Affairs receives a zero unit appointment notice.

September 18, 2017: In order to make payroll cutoff, this is the last day to submit revisions to Faculty Affairs.

NOTE: However, contracts received in Faculty Affairs ON this date is not guarantee completion of required paperwork prior to payroll cutoff.

If your department would like to set up a training session for processing contracts, please call us at x3027.

Thank you from all of us at
THE OFFICE OF FACULTY AFFAIRS