

IMPORTANT UPCOMING DATES

Semester dates: 1/11/18 – 5/19/18

December 11, 2017

All Spring appointments should be received in Faculty Affairs by this date, please confirm with the Dean's office for any internal deadlines. As always, appointment notices will be processed on a first in, first out basis, any appointments received after this date will be processed based on Faculty Affairs workload.

December 22, 2017

The department should notify Faculty Affairs of any Faculty or TA with no Spring appointment. Submit either (1) a separation notice form for resignation, Fall only appointments or 1 of 1 decline Spring; or (2) a zero unit appointment notice for 3-year lecturers. 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.

January 11, 2018

Federal requirement for new hire paperwork to be completed: Please mention to new faculty that documentation is needed to complete I-9 form. They can complete paperwork any time after an offer is received in Faculty Affairs.

January 16, 2018

Faculty Affairs will separate any Faculty or TA with a **Fall only appointment** and no Spring appointment. **NOTE:** If the faculty member had benefits, the separation will cause their benefits to lapse during Summer 2017 and Benefits department will send out a COBRA notice.

In order to make January 20, 2017 Payroll cutoff, this is the last day to submit revisions to Faculty Affairs.

January 23, 2018

No contract reductions for Spring can be submitted after the 3rd class meeting. If a class is cancelled before the 3rd meeting, the temporary employee shall be paid for class meetings.

NOTE: This does not guarantee that Faculty Affairs will be able to complete required paperwork prior to payroll cutoff.

**Thank you from all of us at
THE OFFICE OF FACULTY AFFAIRS
Email us at facultyaffairs@mail.fresnostate.edu**