

School of Social Sciences

Academic Year 2024-2025 Deadlines - Pre-Six, Continuing, Visiting and Other Temporary Appointment Files

Files must be submitted to the Dean's office on or before the following deadlines.

Type of File/Effective Quarter	School Deadlines
Pre-Six Year Unit-18 Lecturer Files	
2024-2025 Academic Year Appointments (Pre-six Initial Appointment and Reappointment)	Files due May 1, 2024 Letters of initial appointment or reappointment shall be issued to all academic year appointees by June 1st at quarter campuses being offered the next academic year. (Article 7A.C)
Statement of Interest (SOI) - for appointees in a current multi-year appointment	No later than October 15 before the end of the appointment. For quarterly appointments, refer to the current MOU. (Article 7A.J.1)
Supplemental Notice	Supplemental notices shall be issued as soon as possible and no later than thirty (30) days prior to the commencement of the term of service. (Article 7A.C.5.g.2)
Outcome of Teaching Effectiveness	As soon as the teaching effectiveness review is completed at the departmental level, file is submitted to the Dean's office; outcome of review shall be issued within 20 calendar days from its completion.
Fall 2024: Service start date: September 23, 2024	Files due one quarter prior, or no later than June 21, 2024; Offer letter issued: July 23, 2024.
Winter 2025: Service start date: January 2, 2025	Files due one quarter prior, or no later than October 1, 2024; Offer letter issued: November 1, 2024.
Spring 2025: Service start date: March 26, 2025	Files due one quarter prior, or no later than December 20, 2024; Offer letter issued: January 26, 2025.
	Quarterly appointments: Offer letters issued no later than 60 calendar days prior to the commencement of the first service period in the appointment. (Article 7A.C.2)
Continuing Files, Initial and Merit Review Files	
	The University shall conduct the excellence review in the academic year in which the 18th quarter of service occurs, and the University shall complete the excellence review prior to the commencement of the 19th quarter. However, the University shall not be obligated to complete an excellence review if the NSF does not perform service in an eighteenth (18th) quarter. Following completion of the excellence review, the University shall notify the Unity-18 faculty member of the results. (MOU - Article 7b.A.4)
Initial Continuing Appointment Files Please take into account CAP schedule during the AY when preparing the file.	Either Continuing status or a Continuing appointment, if any, shall commence at the start of a 19th quarter, regardless of when the excellence review is completed. (Article 7b.A.10)
Review Files for Continuing Appointees	Refer to the School Deadlines for AY2024-2025. Review files for Continuing Appointees shall be effective July 1st.
Visiting Titles	
2024-2025 Academic Year Appointments	One quarter prior or no later than May 1, 2024.
Fall 2024	One quarter prior, or no later than July 15, 2024.
Winter 2025	One quarter prior, or no later than November 4, 2024.
Spring 2025	One quarter prior, or no later than February 3, 2025.
Recall Appointments (EVC Final Authority)	
Academic Year 2024-2025	Six weeks prior to the start of the quarter that the recall will begin.

NOTE: Due dates are subject to change.

Updated: 1/18/2024