Deadlines for Temporary Teaching Appointment Files
School of Arts & Humanities

Temporary Teaching Files for:	Due to Dean's office:
Fall Quarter 2026 (10/1/26)	July 17, 2026
Cont Lect appt 11/1/26	October 23, 2026
Winter Quarter 2027 (1/1/27)	October 23, 2026
Cont Lect appt 3/1/27	January 22, 2027
Spring Quarter 2027 (4/1/27)	January 22, 2027
Continuing Lect Merit/Promotion/Initial Appts (7/1/27)	March 12, 2027
26/27 Teaching Effectiveness reviews	March 12, 2027
Lecturer Pre-Six 1st year Assessments	April 7, 2027
Academic Year Lecturer appts/reappts (7/1/27)	May 3, 2027

https://artsandhumanities.ucsd.edu/resources/faculty-resources.html#AP-Deadlines

These dates also apply to Recall requests which are processed through Kuali not Interfolio.
Reminder: most appointments must go through an open recruitment or have an OARS waiver
Associate-In files are processed via the online ASES system and have their own deadlines. Contact Grad Division with questions.

Leave Deadlines

EVC authority leaves are due two months before pay period start date.
Dean authority leaves are due one month before pay period start date.
Fall (7/1 start date): EVC authority leaves due 5/1; DA leaves due 6/1
Winter (11/1 start date): EVC authority leaves due 9/1; DA leaves due 10/1
Spring (3/1 start date): EVC authority leaves due 1/1; DA leaves due 2/1