

TO: SSU Lecturers

SUBJECT: Fall 2026 Lecturer Appointment Processing Timeline and Procedure Changes

Dear Faculty Lecturers,

This email addresses several vital points of interest that will impact all lecturers with appointments fall 2026 and after. We kindly ask for your extra attention to these timeline and procedure changes.

First, please be advised that lecturer appointment processing for fall 2026 will be on a later schedule than normal, *by department*, due to the May 2026 human resources system upgrade and department mergers changeover in the new system. Please find your department in the [Wave 1](#) and [Wave 2](#) schedule below. Those in Wave 1 will receive appointment notices on or before July 2, provided department and college processing has been completed by June 12. Those in Wave 2 will receive appointment notices on or before August 7, provided department and college processing has been completed by July 24.

Second, SSU is implementing the Common Human Resources System (CHRS), a PeopleSoft upgrade with customizations for functionality across the CSU system. Lecturer appointments (formerly called contracts) will be displayed to you as appointment notices in the Temporary Academic Employment (TAE) module of CHRS. They will no longer be sent as email attachments. The acknowledgement process will be as follows:

1. Receive an email notification of your appointment
2. Login to employee self service
3. Click the CSU TAE Appt Notice tile
4. Read the notice and acknowledge using the check box
5. View course assignments in other tabs
6. Contact your department immediately if you are unable to fulfill the appointment
7. View old notices in other tabs

CSU [step-by-step process with screenshots](#) are available to help you walk through the process. Additional support will be provided in summer 2026.

Finally, please be aware that other changes related to CHRS such as absence management and benefits administration will be provided by the Office of Human Resources later this semester.

Fall 2026 Faculty Lecturer Appointment Processing Timeline

<p>Colleges submit to Faculty Affairs for processing by department: May 18– June 12</p> <p>Wave 1</p>	<ul style="list-style-type: none">• Biology• Counseling• Early Childhood Studies• English• Kinesiology• Library• Music• Psychology• School of Business	<p>Appointments viewable by faculty lecturers in the CHRS TAE module on or before July 2.</p>
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	<ul style="list-style-type: none"> • School of Nursing and Health Sciences • University Studies 	
<p>Colleges submit to Faculty Affairs for processing by department: July 6– July 24</p> <p>Wave 2</p> <p>Processing open to others behind priority departments</p>	<ul style="list-style-type: none"> • Applied Human and Environmental Sciences • Chemistry, Biochemistry, Physics, and Astronomy • Engineering and Computer Science • Ethnic Studies and Languages • History and Politics • Hutchins School of Liberal Studies • Mathematics & Statistics • Art, Media and Communication • Sociology, Criminology & Criminal Justice • School of Education 	<p>Appointments viewable by faculty lecturers in the CHRS TAE module on or before August 7.</p>
<p>Late appointment processing <i>all</i> departments: August 3– August 20</p>	<p>Late processing does not ensure appointments notifications will be processed prior to the start of the fall semester.</p> <p>Semester starts Friday, August 21</p>	

The Office of Faculty Affairs & Success will provide you with timely information and assistance for transitioning to the new human resources system.

cc: department chairs, college deans, directors of operations and schedulers