

SANTA CLARA UNIVERSITY
APPOINTMENT PROCEDURES AND PROCESS TIMELINE
TENURED AND TENURE-TRACK FACULTY
(ALL SCHOOLS)

| Item | Action | Responsible Office | Target Completion/Due Dates |
|-------------|---|---------------------------|------------------------------------|
| 1 | Dean provides justification to Provost for filling vacant position or establishing a new position. | Dean | March - May |
| 2 | Provost provides written approval to Dean via email to conduct search. (Provost's Office confirms vacancy and available resources. Provost and Dean agree on the rank, maximum salary, and other terms of the offer.) | Provost | June 1 |
| 3 | Provost's Office requests initiation of new position control number if new position or if position control number will be different from current vacancy. | Provost's Office | June 1 |
| 4 | Human Resources creates position record with new position control number in Human Resources System and establishes new payroll distribution. | Human Resources | June 15 |
| 5 | Dean initiates search as outlined in "Recruitment and Appointment to Faculty." | Dean | as determined by the Dean |
| 6 | Dean requests Provost's approval to extend offer to candidate by sending Provost the following materials: Cover memo presenting reasons for selecting this candidate, candidate's curriculum vitae, and draft offer letter to candidate. Note: There may be no oral promises. All components of the offer must be approved by the Provost and recorded in the offer letter. Relocation and start-up allowances are funded from school-based funds. If summer support or other compensation are to be paid prior to the appointment start date as part of the offer package, such compensation must be paid under a professional services agreement or other non-salary payment. | Dean | September through April |
| 7 | Provost approves offer to candidate. | Provost | September through April |
| 8 | Dean sends offer letter to candidate after approval by Provost. | Dean | September through April |
| 9 | Candidate accepts offer and returns signed offer letter to Dean. (If the candidate requires a visa or other authorization to work in the United States at Santa Clara University, the process to obtain such documents should begin as soon as the offer is accepted.) | Candidate | September through April |
| 10 | Dean completes "Recommendation for Appointment to Faculty" form and forwards it to Provost's Office with all required attachments for final approval. | Dean | September through April |
| 11 | Provost's Office generates confirmation letter and letter of appointment. | Provost's Office | February through April |
| 12 | Provost's Office mails New Faculty Orientation packet. | Provost's Office | August 15 |

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|-------------|---|---|--|
| 13 | Human Resources mails Benefits Orientation packet. | Human Resources | August 15 |
| 14 | Provost's Office forwards copy of completed "Recommendation for Appointment to Faculty" form to Human Resources with all required attachments: Signed letter of appointment, completed I-9, W-4, and Bio Form. | Provost's Office | July-August |
| 15 | Human Resources clarifies any questions about information sent from Provost's Office. | Human Resources | July-August |
| 16 | Human Resources establishes employment record in the Human Resources System. | Human Resources | July-August |
| 17 | Faculty member's record is activated in the Identity Vault, ensuring the faculty member can get an ACCESS card, set up a GroupWise account, and have access to libraries and other appropriate campus buildings/facilities. (Faculty members can have access to these privileges two weeks after completing and submitting all of the required employment documentation to the Provost's Office, but not sooner than July 1.) | Information Technology (automated process) | July-August |
| 18 | Salary becomes effective for new faculty member. | Human Resources | September 1 (Non-Law Schools) and August 16 (Law School) |
| 19 | Benefits become effective for new faculty member. | Human Resources | September 1 |
| 20 | Human Resources conducts Benefits Orientations for new faculty. | Human Resources | August - September |
| 21 | Human Resources receives completed benefits forms from new faculty and initiates benefits set-up in Human Resources System. | Human Resources | August - September |