

**SANTA CLARA UNIVERSITY
 APPOINTMENT PROCEDURES AND PROCESS TIMELINE
 SENIOR LECTURERS (NON-LAW) AND RENEWABLE TERM LECTURERS (COLLEGE
 OF ARTS AND SCIENCES)**

Item	Action	Responsible Office	Target Completion/Due Date
1	Dean provides justification to Provost for filling a 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
<i>For external hires please follow steps 5 through 9 then proceed to step 12</i>			
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.	Candidate	September through April
<i>For internal promotions, disregard steps 14,15,18,19,21,22.</i>			
10	Dean requests Provost's approval to promote faculty member by sending Provost the following materials: Cover memo presenting reasons for selecting this faculty member and candidate's curriculum vitae.	Dean	September through April
11	Provost approves promotion and sends confirmation letter to faculty member.	Provost	September through April

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12	Dean completes "Recommendation for Appointment to Faculty" form and forwards it to Provost's Office with all required attachments for final approval and processing with salary planning worksheets.	Dean	September through April
13	Provost's Office generates confirmation letter and letter of appointment.	Provost's Office	February through April
14	Provost's Office mails New Faculty Orientation packet.	Provost's Office	August 15
15	Human Resources mails Benefits Orientation packet.	Human Resources	August 15
16	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
17	Human Resources clarifies any questions about information sent from Provost's Office.	Human Resources	July-August
18	Human Resources establishes employment record in the Human Resources System.	Human Resources	July-August
19	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 no sooner than July 1.)	Information Technology (automated process)	July-August
20	Salary and benefits become effective for new faculty member.	Human Resources	September 1
21	Human Resources conducts Benefits Orientations for new faculty.	Human Resources	August - September
22	Human Resources receives completed benefits forms from new faculty and initiates benefits set-up in Human Resources System.	Human Resources	August - September