

**SANTA CLARA UNIVERSITY  
 APPOINTMENT PROCESS TIMELINE  
 ACADEMIC YEAR FIXED TERM LECTURERS  
 AND RENEWABLE TERM LARAW INSTRUCTORS**

<b>Item</b>	<b>Action</b>	<b>Responsible Office</b>	<b>Target Completion/ Due Date</b>
1	Dean initiates search as outlined in "Recruitment and Appointment to Faculty."	Dean	as determined by the Dean
2	Dean sends offer letter to candidate.	Dean	not later than May 1
3	Candidate accepts offer and returns signed offer letter to Dean.	Candidate	May 15
4	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	May 22
5	Provost's Office generates confirmation letter and letter of appointment.	Provost's Office	June 1
6	Provost's Office initiates assignment of position control number (if necessary for a new appointment) with Human Resources.	Provost's Office	June 1
7	Provost's Office mails New Faculty Orientation packet.	Provost's Office	August 15
8	Human Resources mails Benefits Orientation packet.	Human Resources	August 15
9	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
10	Human Resources clarifies any questions about information sent from Provost's Office.	Human Resources	July-August
11	Human Resources establishes employment record in the Human Resources System.	Human Resources	July-August
12	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
13	Salary becomes effective for new faculty member.	Human Resources	September 1 (Non-Law Schools) and August 16 (Law School)
14	Benefits become effective for new faculty member.	Human Resources	September 1
15	Human Resources conducts Benefits Orientations for new faculty.	Human Resources	August - September

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16	Human Resources receives completed benefits forms from new faculty and initiates benefits set-up in Human Resources System.	Human Resources	August - September
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