

SANTA CLARA UNIVERSITY
APPOINTMENT PROCEDURES AND PROCESS TIMELINE
VISITING, ADJUNCT, AND OTHER SPECIAL FACULTY APPOINTMENTS
(ALL SCHOOLS)

| Item | Action | Responsible Office | Target Completion/Due Date |
|-------------|---|--|--|
| 1 | Dean requests Provost's approval to extend offer to candidate by sending Provost the following materials: cover memo presenting reasons for selecting this candidate and identifying sources of funds for salary and other financial elements of offer, candidate's curriculum vitae, and draft offer letter. | Dean | not later than April 1 |
| 2 | Provost approves offer to candidate. | Provost | not later than April 15 |
| 3 | Dean sends offer letter to candidate after approval by Provost. | Dean | not later than April 30 |
| 4 | Candidate accepts offer and returns signed offer letter to Dean. | Candidate | May 15 |
| 5 | 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 |
| 6 | Provost's Office generates confirmation letter and letter of appointment. | Provost's Office | June 1 |
| 7 | Provost's Office initiates assignment of position control number (if necessary for a new appointment) with Human Resources. | Provost's Office | June 1 |
| 8 | Provost's Office mails New Faculty Orientation packet. | Provost's Office | August 15 |
| 9 | Human Resources mails Benefits Orientation packet. | Human Resources | August 15 |
| 10 | 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 |
| 11 | Human Resources clarifies any questions about information sent from Provost's Office. | Human Resources | July-August |
| 12 | Human Resources establishes employment record in the Human Resources System. | Human Resources | July-August |
| 13 | 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 |
| 14 | Salary becomes effective for new faculty member. | Human Resources | September 1 (Non-Law Schools) and August 16 (Law School) |

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| 15 | Benefits become effective for new faculty member. | Human Resources | September 1 |
| 16 | Human Resources conducts Benefits Orientations for new faculty. | Human Resources | August - September |
| 17 | Human Resources receives completed benefits forms from new faculty and initiates benefits set-up in Human Resources System. | Human Resources | August - September |