

Timing Considerations- Academic Appointments

New Appointments and Renewals

Last updated 02/01/16

The following information is a **general guideline only** to provide lead time suggestions for planning. Each case is different and dependant upon the actions of multiple stakeholders that only control their portion of the process- the candidate, the department, HR, VPAA, and the reviewing agencies. The expectation is that all involved stakeholders move the information through the process as efficiently as possible. Contact your HR Shared Services team regarding questions, and as soon as there is awareness of an urgent clinical need or a special situation.

All appointment timelines are contingent upon HR receiving complete documentation, including an approved Search Process Report or SearchWaiver. If there is additional information needed or unanticipated complexities, additional time will be required. **New appointments must have a signed offer letter with HR to begin the turnaround time expectations.** In addition, it should be noted that the HR Shared Services team cannot control the timing of the reviewing agencies. The Committee on Academic Personnel (CAP) is off in the summer (July through September); it's outside of the HR Shared Services team's scope to advise on CAP timing. Therefore, these timelines are subject to change and should be viewed as a guide and not the rule.

Series	New Appt with No Visa	Appt with J-1	Appt with H1B	Key factors that may delay appt/visa processing:
Dean-delegated actions: NFA: (Non-Faculty Academic) <ul style="list-style-type: none"> • Specialist, Research Associate (no references required) • Professional Researcher, Academic Administrator, Academic Coordinator (references required) Faculty: <ul style="list-style-type: none"> • Instructor rank, Acting Prof, Visiting Prof • Assistant 1, 2 	6 weeks 2 months 2-3 months 4 months	New Appt: 3-4 months* (includes 2 months ISSO/USCIS processing time) <i>*Min 4 months for Assistant 1, 2</i> <i>*Acad Admin/Coord not eligible for J1</i> Renewal of Appt: 6 weeks (includes 1 month ISSO/USCIS processing time)	New Appt/renewal of appt: 9 months (includes 8 months ISSO/USCIS processing time) note: for renewals there is a 240 day grace period after submission to USCIS but the scholar can not leave the country during this period.	<ul style="list-style-type: none"> • High packet volume in Dean's queue • Additional info required from DO/VPAA/CAP • Visa delays from USCIS
CAP Review required actions: Faculty: <ul style="list-style-type: none"> • Assistant 3 and above 	Approx 6-12 months	N/A	New Appt: 9 -12 months (ncludes 8 months ISSO/USCIS processing time) note: for renewals there is a 240 day grace period after submission to USCIS but the scholar can not leave the country during this period.	<ul style="list-style-type: none"> • FRPO (required by SOM and Basic Sciences) • Packet submitted during CAP hiatus • Additional info required from DO/VPAA/CAP • Visa delays from USCIS
Postdocs	3 weeks	New Appt: 3-4 months (includes 2 months ISSO/USCIS processing time)	New Appt: 9 months (includes 8 months ISSO/USCIS processing time)	<ul style="list-style-type: none"> • Doctorate degree pending • Visa delays from USCIS

		Renewal of Appt: 6 weeks (includes 1 month ISSO/visa processing time)	note: for renewals there is a 240 day grace period after submission to USCIS but the scholar can not leave the country during this period	
All Volunteer Faculty (VCF, Adjunct WOS)	2 months	n/a; contact HR if questions	n/a	
Visiting Scholars	1 month	New Appt: 3-4 months (includes 2 months ISSO/USCIS processing time) Renewal of Appt: 6 weeks (includes 1 month ISSO/USCIS processing time)	n/a	<ul style="list-style-type: none"> • Visa delays from USCIS
Visiting Professor (2113/2168) requiring clinical license	n/a	n/a	New Appt: 9 -12 months (includes 8 months ISSO/USCIS processing time) note: for renewals there is a 240 day grace period after submission to USCIS but the scholar can not leave the country during this period	<ul style="list-style-type: none"> • Unexpected delays from CA Medical Board • H-1B Visa delays from USCIS

- For Visa pricing information, check the ISSO website: <https://isso.ucsf.edu/manuals-forms>.
- For timing on special visas (i.e. O, TN, F) and premium processing, please contact your HR representative
- USCIS is United States Citizenship and immigratios services

Timing Considerations- Academic Appointments Layoffs, Involuntary Reduction in Time, Non-Renewals

Last updated 5/14/14

The following information is a **general guideline only** to provide lead time suggestions for planning. Each case is different and depends on the actions of multiple stakeholders that only control their portion of the process- the candidate, the department, HR, Schools, VPAA, and the reviewing agencies. In general, the Service Center and/or School Director of Academic Affairs should be contacted as early as possible in the process. The expectation is that all involved stakeholders move the information through the process as efficiently as possible.

Layoffs and Involuntary Reduction in Time

Series	Timing Guideline (varies based on complexity)	Layoff Notice
Senate Faculty	Contact HR & School Director of Academic Affairs	
Non-Senate Faculty NFA's: Specialist; Acad Admin/Coord; Prof Research Series; etc.	Must follow Order of Layoff and Involuntary RIT process, includes notice to employee: <ul style="list-style-type: none"> > 8 yrs of Service: at least 4 months prior to target end date. < 8 yrs of Service: at least 2 months prior to target end date. 	Refer to APM 145; Min 30 days. All notices require School level review/approval, may require VPAA/Legal Affairs review
Postdocs	3 mos for review/approval; easily longer if performance/behavior issues	Minimum 30 days
Volunteer Clinical Faculty (VCF)	N/A	N/A
Visiting Scholars, Research Assoc, Other WOS Appts	N/A	N/A

Non-Renewals

Series	Timing Guideline	Separation Notice
Senate Faculty	Contact HR & School Director of Academic Affairs. To establish a terminal appt/non-reappt, start 18 mos prior to desired termination date. Allow 6 mos lead prior to when you would like to begin notice period.	Notice varies by series, departmental compensation plan may offer additional guidance. Separation notice requires School level review and VPAA/Legal Affairs review.
Non-Senate Faculty and NFA's: Specialist; Acad Admin/Coord; Prof Research Series; etc.	<ul style="list-style-type: none"> > 8 yrs of Service: at least 4 months prior to target end date. Includes notice to employee. < 8 yrs of Service: at least 2 months prior to target end date. Includes notice to employee. 	Refer to APM 137. All notices require School level review/approval, may require VPAA/Legal Affairs review.
Postdocs	3 months to allow for review and approval process	Min. 30 days; end date reminder is best
Volunteer Clinical Faculty (VCF)	60 days	Refer to APM 279, 30 days
Visiting Scholars, Other WOS Appts, ie Research Associate	30 days prior to appt end, contact HR.	Not required, best practice is courtesy notice.