2014 Appointment File Preparation

Visiting Faculty Appointments

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What's New for 2014

- SharePoint Tracking System
- BIO/BIB 3-Year Window
- Cluster Groups
- Processing Timelines
- Appointment Summary Form

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Files are required for Visiting Faculty

Approval is required from the Dept. Chair, Summer Session Director, and Associate Vice Chancellor and Dean of Undergraduate Education (AVCDUE).

Visiting Faculty includes:

- **Visiting Professor/Lecturer**

  Not current in the UCSD payroll system

- **Emeriti Professor/Researcher**

- **PostDoc**

- **Provost**

Faculty Appointment File Processing Chart

To use this chart first identify the type of faculty appointment you are processing. The faculty types are located in the first column. Then read across from left to right to identify the documents required for each appointment.

Faculty Type Title Code in PPS	Summer Session PPS Entry Title Code	No Paperwork Required	Required Paperwork for Appointment of Professors and Lecturers *Paperwork must be submitted electronically.*					
			1 Appointment Summary Form	2 Dept. Chair Memo	3 Teaching Evaluation (CAPE) Summary or Reference Letter	4 Current CV	5 BIO/BIB	6 Recall Form
UCSD Faculty (Dept. Chair and Summer Session approval are required.):								
Ladder Rank Faculty - 1100,1200,1300, 1143,1243,1343	1103,1203, 1303	X						
Lecturer SOE - 1603,1607,1680	1603,1607, 1680	X						
Lecturer NSF Teaching Current Year - 1630,1631,1632	1550	X						
Adjunct Professor - 3258,3373,3377	3258,3373, 3377	X						
UCSD Faculty (Dept. Chair, Summer Session, and AVCDUE approval are required.):								
Recall/Retired Professor- Emeritus - 1132	1132		X		X			X
Recall/Retired Researcher- Emeritus - 3390	1550		X	X	X			X
UCSD Researcher - 1987,3298,3390, 3392,3394	1550		X	X	X	X		
Postdoc (Fellows, UCSD Paid, Non-UCSD) - 3252,3253	1550		X	X	X	X		
Provost - 1060	1103,1203, 1303		X	X	X			
VISITING Faculty (Dept. Chair, Summer Session, and AVCDUE approval are required.):								
Visiting Professor - 1102,1202,1302 New to UCSD or Repeat	1103,1203,1 303		X	X	X	X	X*	
Visiting Lecturer - 1108,1208,1308 New to UCSD or Repeat	1550		X	X	X	X	X*	
Lecturer Not Teaching Current Year - 1675	1550		X	X	X	X	X*	

*New for Summer 2014: BIO/BIB acceptable signature dates are from January 2012 to present for Summer 2014 appointments.

New Visiting Professor/Lecturer

Not current in the UCSD payroll system*

Appointment File Checklist (submit in this order):

1. _____ Appointment Summary Form for Temporary Employees

2. _____ Memo signed by Department Chair or
   Program Director/Divisional Dean or College Provost

3. _____ Current Curriculum Vitae (CV)

4. _____ Biography/Bibliography (BIO/BIB)

5. _____ Teaching Evaluation (i.e. CAPE) Summary or
   Reference Letter

New for Summer 2014:
IF a BIO/BIB being submitted is signed and dated in 2012, 2013, or 2014, (three year window) the BIO/BIB is acceptable for the appointment.

***Not current is generally defined as:**
If there is no active appointment in the payroll system for Fall 2013, Winter 2014, or Spring 2014, an appointment file is required. There are a few exceptions, such as Provost, PostDoc, etc.

Emeriti – Professor/Researcher

Appointment File Checklist (submit in this order):

1. _____ Appointment Summary Form for Temporary Employees
2. _____ Recall Form
3. _____ Teaching Evaluation (i.e. CAPE) Summary or
        Reference Letter

PostDoc

Appointment file checklist (submit in this order):

1. _____ Appointment Summary Form for Temporary Employees
2. _____ Memo signed by Department Chair or
        Program Director/Divisional Dean or College Provost
3. _____ Teaching Evaluation (i.e. CAPE) Summary or
        Reference Letter
4. _____ Current Curriculum Vitae (CV)

Note: Memo must include an exception from Merritt Bradford, VC-Research, addressing reduction in appointment time, pay or use of vacation time.

Provost

Appointment file checklist (submit in this order):

1. _____ Appointment Summary Form for Temporary Employees
2. _____ Memo signed by Department Chair or

   Program Director/Divisional Dean
3. _____ Teaching Evaluation (i.e. CAPE) Summary

Note: Memo must address reduction in appointment time or use of vacation time.
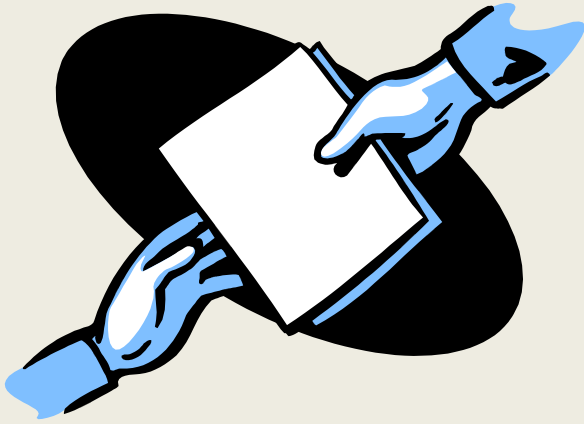
Examples

Appointment Summary Form

(two samples provided)

1. A) Name of proposed instructor; Degree information

   B) Department proposing instructor; Begin and End Dates for Session

2. A) Present Status of instructor (If Repeat Visiting Faculty, please provide information from the previous summer): Date; Home Institution; Title; Annual Salary and % of time; Academic or Fiscal

   B) Proposed Status: Title (New or Repeat Visiting Faculty); Title Code; Proposed Annual Salary and % of time; UCSD Scale; Session; Academic or Fiscal

3. Department Chair Signature and Date

4. Previous UC Experience Title, Annual Salary & Per Course Salary, %, and Department (if applicable)

5. Proposed Classes: Session; Course# and Title; Projected Enrollments and if based on past offerings, please provide Session

Memo

(sample provided)

1. **Date**
2. **Address to:**
   Barbara Sawrey (AVCDUE)
   Academic Affairs
   Associate Vice Chancellor and Dean of Undergraduate Education
3. **Department Chair/Name of Department or Program Directors/Divisional Dean or College Provost/Name of program, and signed by Department Chair or Program Director/Divisional Dean or College Provost**
4. **Request must include proposed faculty name, status, summer session**
5. **Department making request**
6. **Proposed Faculty name, status, summer session**
7. **Proposed annual teaching salary (noting scale, i.e. Unit 18 or Professor series)**
8. **Proposed courses(s)**
9. **Teaching qualifications including degrees**
10. **Teaching evaluation summary (i.e. CAPE)**

Reference Letter

(sample provided)

1. **Date**
2. **Address to:**
   Department Chair or Program Director
3. **Request must include proposed faculty name**
4. **Referee's History and length of association with proposed faculty**
5. **Reasons and detailed qualifications for recommendation**
6. **Referee signature**
7. **Referee name, title, department**

Note: The components will depend on the factors listed above, so the only conclusion one could draw is that the candidate is ideal for teaching the course.

Biography/Bibliography (BIO/BIB)

(sample provided)

1. Personal data - if the answer to the U.S. citizenship question is no, the Department Chair Memo must include a note that the department is working with the International Center to obtain the instructor's Visa or the department can provide the actual Visa information.

2. Employment data - including approximate annual salary and approximate course salary as requested.

3. Education - specifically include all degrees and dates received.

4. Professional data - "see attached CV" is not acceptable.

5. Signature and date. If faculty signature is typed in or electronically signed, BIO/BIB must be accompanied by an email from the instructor to the department showing the BIO/BIB as an attachment.

Recall Form

(sample provided)

1. **Employee Information**
   – **Employee ID**
   – **Name of Emeriti**
2. **Status of Time of Retirement**
   – **Home campus should be UCSD**
   – **Home department**
   – **Retirement date**
   – **Type: Select from Drop Down**
3. **Proposed Recall Appointment**
   – **School/Division: Select from dropdown**
   – **Home Department**
   – **Begin Date/End Date: Teaching start date/teaching end date**
   – **Fund sources: Summer Session**

(continued)

Recall Form *(continued)*

4. **Proposed Recall Duties**
   - **Purpose of Recall**
   - **Description of Recall Duties**
   - **Teaching Assignment**

5. **Retiree Acknowledgement**
   - **All appropriate boxes must be checked**
   - **Faculty's actual signature (if typed in or electronic signature, an email is required from instructor to the department showing form as an attachment)**
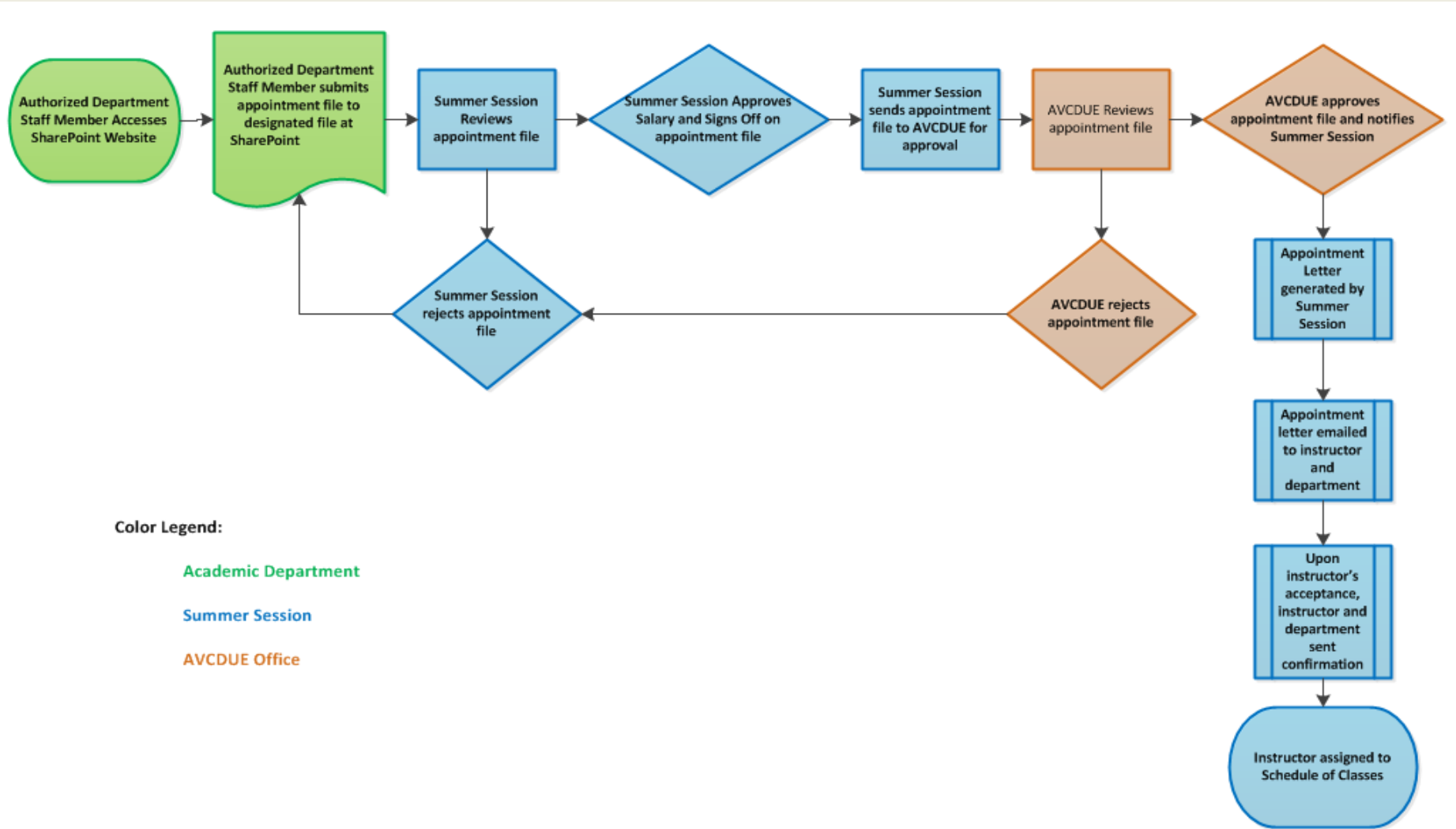   - **Date signed**

6. **Recommendation and Approval**
   - **Department Head Signature**
   - **Date signed**

Faculty Appointment File

Now that all documents have been prepared...

How do you submit an Appointment File?

SharePoint Visiting Faculty Appointment File Flowchart

Authorized Department Staff Member Accesses SharePoint Website →
Authorized Department Staff Member submits appointment file to designated file at SharePoint →
Summer Session Reviews appointment file →
Summer Session Approves Salary and Signs Off on appointment file →
Summer Session sends appointment file to AVCDUE for approval →
AVCDUE Reviews appointment file →
AVCDUE approves appointment file and notifies Summer Session

Summer Session rejects appointment file

AVCDUE rejects appointment file

Appointment Letter generated by Summer Session →
Appointment letter emailed to instructor and department →
Upon instructor's acceptance, instructor and department sent confirmation →
Instructor assigned to Schedule of Classes

Color Legend:
Academic Department
Summer Session
AVCDUE Office

Clusters: SharePoint Appointment File Submission Timeline

Summer Session will start processing regular UCSD Faculty appointments Jan. 7, 2014. These appointments do not require an appointment file because these faculty are current in the UCSD payroll system.

Departments and Programs are welcome to submit their Visiting Faculty appointment files before the due dates listed below, however processing of the files will not begin until the due deadline.

Legend:
Due In - Department deadline to submit all visiting faculty appointment files
Approved - Summer Session deadline to complete approval of faculty appointment files

2014 Visiting Faculty Appointment File Processing Timeline		
Cluster A	**Cluster B**	**Cluster C**
Due in Jan. 22 Approved by Feb. 18	Due in Feb. 5 Approved by Mar. 4	Due in Feb. 19 Approved by Mar. 18
Chemistry and Biochemistry	Biological Sciences	Anthropology
College Programs*	Chinese Studies	Basic Writing Program
Communication	Cognitive Science	Computer Science & Engineering
Critical Gender Studies	Electrical & Computer Engineering	Economics
Education Studies	History	Environmental Systems
Ethnic Studies	Literature	Linguistics
Human Development Program	Philosophy	Mathematics
Latin American Studies	Political Science	Music
Mechanical & Aerospace Engineering	Psychology	NanoEngineering
Physics	Theatre and Dance	Sociology
Rady School of Management		Structural Engineering
Scripps Institute of Oceanography		Visual Arts
Urban Studies & Planning		

*College Programs include Culture, Art, and Technology; Dimensions of Culture; Environmental Studies; Humanities; Law and Society; Making of the Modern World; Muir College Writing Program; Revelle College; and Warren College Writing Program.

Note: Visiting faculty appointment files received after their department due deadline (late submissions) and re-submissions will be reviewed after March 18. Review/approval process will take approximately 3-4 weeks. Students begin enrolling into courses April 14, 2014.

Revised 12-5-13

Cluster A: SharePoint Appointment File Submission Timeline

Cluster A
Due in Jan. 22   **Approved by Feb. 18**
Chemistry and Biochemistry
College Programs*
Communication
Critical Gender Studies
Education Studies
Ethnic Studies
Human Development Program
Latin American Studies
Mechanical & Aerospace Engineering
Physics
Rady School of Management
Scripps Institute of Oceanography
Urban Studies & Planning

*College Programs include Culture, Art, and Technology; Dimensions of Culture; Environmental Studies; Humanities; Law and Society; Making of the Modern World; Muir College Writing Program; Revelle College; and Warrant College Writing Program.

- **Departments submit appointment files by 1/22/14**
- **Summer Session will review appointment files by 2/4/14 or before and send to AVCDUE Office for approval.**
- **AVCDUE Office will notify Summer Session of approval by 2/18/14.**
- **Summer Session will assign the instructor to the Schedule of Classes by 3/26/14.**

Cluster B: SharePoint Appointment File Submission Timeline

Cluster B
Due in Feb. 5　　　**Approved by Mar. 4**
Biological Sciences
Chinese Studies
Cognitive Science
Electrical & Computer Engineering
History
Literature
Philosophy
Political Science
Psychology
Theatre and Dance

- **Departments submit appointment files by 2/5/14.**
- **Summer Session will review appointment files by 2/18/14 or before and send to AVCDUE Office for approval.**
- **AVCDUE Office will notify Summer Session of approval by 3/4/14.**
- **Summer Session will assign the instructor to the Schedule of Classes by 3/26/14.**

Cluster C: SharePoint Appointment File Submission Timeline

Cluster C	
Due in Feb. 19	**Approved by Mar. 18**
Anthropology	
Basic Writing Program	
Computer Science & Engineering	
Economics	
Environmental Systems	
Linguistics	
Mathematics	
Music	
NanoEngineering	
Sociology	
Structural Engineering	
Visual Arts	

- **Departments submit appointment files by 2/19/14.**
- **Summer Session will review appointment files by 3/4/14 or before and send to AVCDUE Office for approval.**
- **AVCDUE Office will notify Summer Session of approval by 3/18/14.**
- **Summer Session will assign the instructor to the Schedule of Classes by 3/26/14.**

Late Submissions and Re-submissions

Late submissions or re-submissions:

- Summer Session will begin reviewing late submitted or re-submitted appointment files beginning 3/19/14.

- Summer Session will review for approval within three weeks of receipt and forward to AVCDUE Office for review.

- Upon AVCDUE Office approval, Summer Session generates an appointment letter and sends via email to the instructor for signature. The Department Chair and MSO will be mailed copies of each appointment letter. The department will need to forward copies to their appropriate staff members.

- Upon instructor's acceptance of appointment via return email, faculty will be assigned to the Schedule of Classes. Until then, their course will be assigned as "Staff".

Note: No visiting faculty appointment files will be accepted after 6/6/14 for 1st Session and after 7/1/14 for 2nd Session.

SharePoint Appointment File Protocol

- One staff member from each department/program will be authorized to access the SharePoint Website if appropriate.

  https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/SitePages/Home.aspx

- Please follow the appointment file labeling format when submitting to SharePoint to initiate the approval process.

  Format:
  Last Name (Caps), First Name (Caps)-File Designation (Caps)-V (for Version)# (1 for initial submittal)-Month_Day_Year

- Note: The Version# will change upon re-submittal, i.e. V2, V3 (same instructor). Processing of re-submittals begins March 19.

SharePoint Appointment File Labeling Format

#	Department	File Designation	Example of File Name
1	Anthropology	ANTH	TURNER, MARY-ANTH-V1-2_19_14
2	Biological Sciences (four sections)	CDB,EBE,MB,NEURO	JACKSON, BEN-CDB-V1-2_5_14
3	Chemistry and Biochemistry	CHEM	SMITH, FRANK-CHEM-V1-1_22_14
4	Chinese Studies	CHIN	LIPTON, MYA-CHIN-V1-2_19_14
5	Cognitive Science	COGs	LANSING, STEVE-COGS-V1-2_5_14
6	Computer Science and Engineering	CSE	MARSIN, BETH-CSE-V1-2_19_14
7	Economics	ECON	CRUISE, TIM-ECON-V1-1_22_14
8	Education Studies	EDS	TRUMP, PAM-EDS-V1-2_5_14
9	Electrical and Computer Engineering	ECE	CALE, KYLE-ECE-V1-2_5_14
10	Entry Level Writing Requirement	ELWR	COHEN, PAT-ELWR-V2-2_19_14[1]
11	Environmental Systems	ESYS	POWERS, MICHAEL-ESYS-V1-2_19_14
12	History	HIST	SANDERS, SHEILA-HIST-V1-2_5_14
13	Humanities	HUM	PETERS, SAM-HUM-V1-1_22_14
14	Literature	LIT	VINE, BARBARA-LIT-V1-2_5_14
15	Mathematics	MATH	JONES, JENNIE-MATH-V1-2_19_14
16	Mechnical and Aerospace Engineering	MAE	ROBLES, ENRIQUE-MAE-V1-1_22_14
17	Music	MUS	BACH, JOE-MUS-V1-2_19_14
18	Political Science	POL	CLINTON, MEL-POLI-V1-2_5_14
19	Psychology	PSYC	FREUD, MARK-PSYC-V1-2_5_14
20	Rady School of Management	RSM	ROBBINS, TINA-RSM-V1-1_22_14
21	Structural Engineering	SE	BALDWIN, ERIC-SE-V1-2_19_14
22	Theatre and Dance	THEA	HILTON, TONY-THEA-V3-2_5_14[2]
23	Urban Studies and Planning	USP	WOLFE, SANDY-USP-V1-1_22_14

[1] Initial appointment file was rejected. This is a re-submission. *Note: This is an example only.*
[2] The re-submission appointment file was rejected. This is the third submission. *Note: This is an example only.*
Note: Please contact Summer Session, x25064, if your department is not on this list and you have a visiting faculty appointment file to submit.

Tips to Avoid Appointment File Rejections

Re-submissions are accepted after March 18.

Here are 33 tips to success!

See samples of each.

- **Appointment Summary Form: 5 Fields**

- **Memo: 10 Fields**

- **Reference Letter: 7 Fields**

- **BIO/BIB: 5 Fields**

- **Recall Form: 6 Fields**

Questions?