

VISITING PROFESSOR or VISITING PROFESSIONAL RESEARCHER

	Appointment
Curriculum Vitae (may be attached as PDF) ¹	X
Department Chair Letter , including:	
Effective Dates of employment	X
Full description of appointee's qualifications	X
Proposed salary	X
Nature of responsibilities (For Professors, include teaching responsibilities)	X
Location of work	X
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X
Confirmation of approval for essential hire during 4/7/20-6/30/21 hiring freeze	X ²

Notes:

- There is a two-year limit on appointments.
- After an appointment is approved, any change in salary must be explained in a memo.
- Not eligible for range adjustments or UCRP membership/benefits.

¹ CV is not required to follow UCSF CV guideline formatting; however, relevant categories necessary for review must be included in the CV.

² For paid appointments: Confirmation of approval for essential hire is required for all appointment offers made on or after 4/7/20. Appointment offers made prior to 4/7/20 should be listed on the 'Verbal offers 4-6-2020 or earlier' Smartsheet.