

Day

Academic Scholar Case Timeline for Specialist, Project Scientist and Research Engineer Series Titles

To Initiate Hiring an Academic:

Within 10 days the

scholar gathers

documents and

submits them to

10

HR Operations.

requested



PI:

PI notifies ERSO HR Operations of intended visitor. Provides HR with name, contact information, state/end dates, Salary and title code and project description. **RSO:**

RSO provides chartstring, confirmation of funding, and IOF for visa processing fee if needed.

Within 30 days of COE approval APO reviews and approves case and sends it back to ERSO.

If no visa is needed the case clock ends here (69 days) and the scholar will be contacted to complete new hire paperwork.

Within 15 days HR Operations receives the DS2019 from the Berkeley International Office. Day 90

3

10

Within 2 days of

signed memo HR

the case to COF

Operations submits

for Dean's approval.

2

receipt of the

14

30

4

15

2

Within 3 days HR contacts the proposed visitor via email requesting the required documents needed to begin case preparation. This includes: CV, copy of highest degree, and visa documents, if needed.

Case clock begins when HR receives the complete case documents from the scholar, PI and RSO. HR prepares and submits memos for PI and Dept. Chair to sign and returned approved memo is received by HR Operations.

Within 14 days the Associate Dean reviews the case and forwards it on to APO.

For Junior and Associate Specialists case is final with the Associate Dean. If no visa is needed the case clock ends here (39 days) and the scholar will be contacted to complete new hire paperwork.

Within 4 days of receipt of approved appointment from APO HR Operations sends the DS2019 application to the Berkeley International Office. Within 2 days of receipt of DS2019 HR Operations sends scholar the original DS2019 by Fed Ex.

Case clock ends here