

Date:

# VISITING TITLE REQUEST FORM

**(For Specialist, Project and Research titles. Please submit a copy of appointee's CV with request)**

Visiting Specialists, Project Scientists and Researchers are typically professional researchers or faculty members with a Ph.D. who are taking a leave of absence from their current place of employment to accept a visiting appointment at UCB. For annual appointments that are consecutive, **there is a strict two year minimum on these titles.**

Although there is a "visiting" prefix on this title, these are paid appointments that are **NOT** VSPA affiliated. Salaries for these paid visiting titles are negotiated between the employee and PI (salaries typically fall between the salaries on the specialist series and research series scale).

The title at their home institution should correspond with the level they are appointed at here. For example, an Associate Professor at MIT should be appointed as an Associate Research Engineer at UCB.

Name:

Department:

Title at Home Institution:

Name of Institution:

Proposed UCB Title:

Visa ?

Proposed Negotiated Annual Salary:

Chartstring:

Start Date:

End Date:

Percentage:

[Submit Part Time Check Sheet if less than 100%](#)

Describe appointee's duties and responsibilities, give a statement on appointee's qualifications (degrees, prior experience) and provide a statement on the current status of the appointee's position with current employer and their plans to return to their home institution at the completion of this appointment:

Departmental Preparer:

Host Faculty Name:  Signature:  Date:

Department Chair:  Signature:  Date:

Fund Manager:  Signature:  Date:

[Fund Manager's signature confirms that there is sufficient funding for the duration of the appointment](#)

Associate Dean Approval:  Date: