CHECKLIST FOR VISITING APPOINTMENT

For Visiting Titles – One year appointment at a time for a maximum of two years. Third year requests are exceptions and not guaranteed.

**Department responsibility in assembling dossier:** The department will submit the original and one copy of the documentation, collated, to the dean’s office in the order below. Forms are available at [http://www.ucdmc.ucdavis.edu/academicpersonnel/new_hire_2013.06.html](http://www.ucdmc.ucdavis.edu/academicpersonnel/new_hire_2013.06.html)

___ Appointment To Form.

___ Brief Department recommendation:
   a. Concise evaluation of candidate's achievements in teaching, research, and service, as applicable to the position.
   b. Statement delineating the academic responsibilities of the position.
   c. Report of consultation and **vote** of eligible faculty members in the department.
   d. Outline of effective/end dates, pay rate, etc.

___ Signed Biography Form.

___ Complete list of publications.

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**SUPPORTING DOCUMENTATION** – none needed

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**Departments must ensure that**

___ Background check form sent to Academic Personnel and approved **prior** to completing the appointment.

___ An appointment is made for the candidate with Employee Health, and that Employee Health indicates that the employee has passed the physical exam prior to beginning employment.