UC Davis, School of Medicine

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://academicaffairs.ucdavis.edu/resources/forms_checklists/index.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.