

OFFICE OF RESEARCH AFFAIRS

[SUBJECT: Timeliness of Appointments](#)

The Office of Research Affairs (ORA) does not have the authority to approve retroactive appointments. Therefore departments should be very careful not to promise a specific starting date to a prospective appointee. The policy clearly states that UCSD employees should not start work without an official appointment letter and a signed acceptance of this appointment. The majority of appointments can be finalized within two months of a complete file being submitted to ORA. However there may be times when a longer period is required, especially when committees such as PSSRP or CAP need to review an appointment. Departments are advised to plan accordingly and submit appointment files well in advance of the desired start date.

Thank you for your attention to this matter.