

OFFICE OF RESEARCH AFFAIRS

**SUBJECT: Visiting Researcher Appointments**

We would like to share some guidelines for the preparation of Visiting Research Scientist and Visiting Project Scientist appointments. This type of appointment is appropriate for established scholars, with a permanent position at a university, college, or research institution, who are engaged in a UCSD research program temporarily, and who have no teaching responsibilities. The appointment is as a temporary academic employee with associated employee benefits (e.g. health, workers comp, and accruals).

1. Please submit the file at least two months before you would like the appointment to start. No retroactive appointments will be approved, therefore, the candidate cannot begin working until they have been offered and accepted the position.
2. Visiting appointments are initially appointed for up to one year. An extension of an additional year may be approved later, but no more extensions beyond the second year will be approved. A visiting appointment should not be used in place of a permanent appointment. If the department is aware that the candidate will be needed beyond a year or two, then the candidate should be proposed for a regular Research Scientist or Project Scientist appointment.
3. The candidate must be on leave from their home institution and planning to return. No "Waiver of Affirmative Action" is required for temporary appointments.
4. The proposed rank is normally based on the person's home institution rank. There are no steps associated with a visiting appointment.
5. The salary is based on their home institution's salary. However, if the scholar is foreign and their home institution's rate is not equivalent to US rates, then a case can be made to use the appropriate UCSD salary scale to determine their salary rate. The appointment has to be 'percent time' rated and cannot be 'by agreement'. A salary increase is only allowed if there is an increase in salary at the home institution.
6. The file should contain a Temporary Appointment Summary form, Department Recommendation Letter (addressed to: Sandra A. Brown, Vice Chancellor, Office of Research Affairs), PI/Sponsor Recommendation/Request letter, UCSD Biography and Bibliography, and CV. If the candidate has visited UCSD before, please include these date in 'Previous UC Experience' on the summary page, or attach separate UC Employment History page. ORU's should mail the completed file to ORA Academic Personnel, MC 0043. If you have questions, please contact [ora-ap@ucsd.edu](mailto:ora-ap@ucsd.edu).

Please note, as of July 1, 2012, Divisional Deans were delegated authority to approve appointments of Visiting Research Scientists and Visiting Project Scientists and these appointments should not be mailed to ORA Academic Personnel, but instead should be addressed their respective Dean's Office.