UC ANR ACADEMIC HUMAN RESOURCES (AHR) Visiting Scholar and Other Visitors (Contingent Worker) Re-Appointment Request Form

ANR Unit:			
Scholar/Visitor:			
Full Last Name Full First Name Full Middle Name			
Re-Appointment Period:			
Visitor's Title at ANR:			
Student Status: ☐ Undergraduate ☐ Graduate ☐ N/A			
Highest Degree attained & Granting Institution:			
Position Title at Visitor's University/Employer:			
Name of University/Employer from which Visitor is on leave:			
Submit form and attachments listed above to Becky Sisman, Academic Human Resources Analyst, no less than 120 calendar days prior to requested re-appointment start date if Visitor is an international scholar; 60 days for Visitors who are US Citizens or Permanent Residents.			
 □ Is the Visitor a U.S. Citizen or Permanent Resident? □ Yes □ No If No, contact Becky Sisman at bsisman@ucanr.edu □ Indicate what Visa category is required (if known): 			
☐ Guarantee of payment of SISS Recharge fee (\$727). Indicate account details below:			
Fund Account#/ Sub-Account:			
Project Code/ Object Code:			
BOC/Other Responsible Financial Officer Signature Date (for fund verification only)			
Principal Investigator (PI) provides the following (check applicable details in accordance with APM Section 430 at http://www.ucop.edu/academic-personnel-programs/files/apm/apm-430.pdf):			
 □ Visiting Scholar and Other Visitor Re-Appointment Request Form □ Justification memo to include purpose statement, explanation of additional time needed, summary of research projects, proposed collaboration activities, expected outcomes and mutual benefit 			

From all Visitors:				
Evidence of Health and Accident Insurance				
☐ Visitor's Evidence of Financial Self-Support				
☐ Visitor's Evidence of Leave of Absence from University/ Employer				
☐ Evidence of enrollment in a degree granting	program or equivalent (for visiting	g undergraduate or graduate		
student titles only)				
The Academic Human Resources Unit will:				
☐ Draft Re-Appointment Letter				
☐ Obtain Approval signatures on Re-Appointment Request Form from Fiscal Officer, AHR Unit				
Manager and VP				
Requested by:				
Immediate Supervisor/Principal Investigator	Signature	Date		
Reviewed by:				
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Program/REC/County Director	Signature	Date		
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Academic HR Manager	Signature	 Date		
Academic III Wanagei	Signature	Date		
Approved by:				
Vice Provost	Signature	Date		
Contingent We	orker De Anneintment Werkflow			
Contingent Worker Re-Appointment Workflow 1. Supervising PI: Complete & sign the Visiting Scholar Re-Appointment Request form				
Program/REC/County Director: Sign & submit the form with supporting materials to AHR.				
	3. Financial Control: BOC/Financial Officer verify funding for visa fees			
4. AHR Manager: Review & sign the form.				
5. AHR Analyst: Prepare re-appointment letter & send request to VP for signature.				
6. VP: Review/approve appointment & sign form.				
7. AHR Analyst: Send re-appointment letter to supervisor.				
8. Supervising PI/CWR: Sign letter & return it to AHR Analyst. 9. AHR Analyst: Upon receipt of signed letter, notify AHR Assistant to complete Data Change Request form and J1 Extension				
application, if applicable.				
10. AHR Assistant: Complete Data Change Request form & send form & re-appointment letter to HR Ops.				
11. HR Ops: Process Data Change Request form in UCPath & notify all appropriate contacts (PI, HR, BOC, BO, etc).				