



OFFICE OF RESEARCH AFFAIRS
 TEL: (858) 534-9758
 FAX: (858) 534-3868

9500 GILMAN DRIVE
 LA JOLLA, CALIFORNIA 92093-0043
<http://research.ucsd.edu>

February 1, 2010

ORU/AP SERVICES

New Academic Appointments

Coordinate efforts with Dept
 Request mentor letter
 Contact candidate for materials
 Write recruitment waiver
 Solicit referee letters
 Prepare file
 Assist with adhoc committees
 Assist with voting (exec committees)
 Basic draft department letters
 Final file review
 Submit file and track file progress
 Offer letter

Review Files

Coordinate efforts with dept
 Contact candidate for materials
 Request mentor letter
 Prepare file
 Solicit referee letters and check for conflict of interests
 Assist with adhoc committees
 Assist with voting (exec committees)
 Basic draft department letters
 Final file review
 Submit file and track file progress
 Offer letter

Visas

Run monthly visa reports
 Coordinate visa applications w/dept
 Contact candidate for materials
 File applications w/International Center
 Point of contact for candidate & dept

Postdoctoral Scholars

Run monthly reports
 Coordinate efforts with dept
 Contact candidate for materials
 Submit appt to ORA
 Offer letter

Renew postdoc appts annually
 Coordinate appraisals with mentors

Other Services

Orientations – benefit sign-up and series info/review
 Leaves
 Change in effort
 Visiting Scholars
 Visiting Researchers

Visit new website at: