

UCSF Campus
Specialist Appointment Request Form
(Required for ALL new specialist appointments (including WOS))

Instructions:

- 1.) Department/Service Center completes "specialist appointment request form"
 - a. If the proposed specialist appointee is NOT currently employed by UCSF, is employed by UCSF but in a non-union represented position, or is employed by UCSF but NOT in an UPTA represented position, you may attach the form to Advance appointment packet and forward for review.
 - b. If the proposed specialist appointee is currently employed by UCSF in a union represented position, the form must be approved by the School's Dean's Office of Academic Affairs.
- 2.) Forms Approved by the Dean's Office, Academic Affairs will be returned to the service center for attachment to the Advance appointment packet and forwarded for academic approval.

Note: Specialist appointments will be not be approved without a completed "specialist appointment request form."

1. APPOINTEE NAME (Last, First, Middle Initial):	
HIRING DEPARTMENT:	
Is the appointee currently employed by UCSF? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, complete the following:	
CURRENT DEPARTMENT:	BARGAINING UNIT: (Put "none" if not represented)
CURRENT TITLE:	
If NO or not covered by a bargaining unit, complete service center contact information below and upload form to appointee's Advance appointment packet.	
If appointee <u>is covered by a bargaining unit</u> , complete all information below and forward the form to your school's Dean's Office of Academic Affairs for review and consultation with Labor and Employee Relations.	

2. ATTACH A COPY OF the current and proposed job descriptions and forward them to your School's Dean's Office, along with this form.*

Service Center Contact:	<small>NAME</small>	<small>PHONE/EMAIL</small>

***PLEASE NOTE:** The begin date of the appointment may be affected if union notice is required.

-----DEAN'S OFFICE OF ACADEMIC AFFAIRS ONLY-----

<input type="checkbox"/> Union notice process complete (work with LER, then sign and send back to Service Center)	
<input type="checkbox"/> Union notice not required, OK to proceed with appointment packet (sign and send back to Service Center)	
Certified by Academic Affairs	SIGNATURE