

Office of Faculty Affairs

Overview: Courtesy Appointments, Faculty Hires and Post Doc Hires

International Guests*

The Center for Global Education (CGE) must have a completed [DS-2019 Request Form](#) to start the process of Visa sponsorship for international courtesy appointments (faculty guests). This paperwork should be completed prior to submitting a [Proposal to Initiate a Courtesy](#) form to The Office of Faculty Affairs (OFA). Also be aware, as a faculty host, when you invite a guest to collaborate, you assume a number of responsibilities as outlined on the “Faculty Host Checklist” which is the last page of the [Proposal to Initiate a Courtesy](#) form.

Courtesy Affiliations (non-employees)

Courtesy affiliations are approved at the discretion of the Provost, preceded by approval of the unit FRC and Dean.

- ✓ Such affiliations are requested by the faculty/department/college by the completing and submitting the [Proposal to Initiate a Courtesy](#) form with required documents and signatures as indicated, from the Dean’s office to OFA.
- ✓ When the affiliation is approved OFA will communicate with the Dean’s office, faculty involved with the visitor, and when appropriate CGE.
- ✓ OFA will generate and send out the appointment letter.
- ✓ Once the signed letter is returned, OFA will follow up with providing the person with Chapman University Network Access, an ID# which includes Library access.
- ✓ The faculty host will oversee their guest as indicated in the “Faculty Host Checklist”, which is the last page of the [Proposal to Initiate a Courtesy](#) form. (Should the guest wish to use the gym, they will need to complete the needed forms as do all Chapman employees and when submitted should be granted access as well.)

Note: Affiliations may include national or international guests. If they are an international guest* and will visit the campus during their appointment, a [DS 2019 Request Form](#) is needed for J1 Visa processing.

Search Protocol Packet

The Faculty Search process is detailed in the [Search Protocol Packet 20-21](#).

Mandatory training is provided to all search committee members once requested by the search chair. Such requests should be made to OFA once the search is approved.

This packet may also serve as a guide for Post Docs that require a search.

A Faculty Employment Application is needed prior to talking to or interviewing candidates. (Applications are imbedded in the online job ads.)

Faculty Hires

Faculty hires are approved by the Provost.

- ✓ The process starts with the submission of a completed and signed [Proposal to Initiate a Search](#) form from the Dean’s office to OFA, as well as an editable ad copy.

- ✓ Upon approval of the Provost, OFA will follow up with the Search Committee chair and their support personnel.
- ✓ When the candidate selection has been made the [Proposal to Hire Faculty](#) form with appropriate signatures and attachments is submitted to OFA.
- ✓ When the contract is approved OFA will communicate with the Dean's office.
- ✓ OFA will generate and send out the employment contract offer.
- ✓ Once the contract is returned OFA will follow up with the new hire connecting them to HR, providing them with needed information like network access, onboarding, orientation and more.

Note: We have national and international Faculty Hires. If they are international hires Chapman University will sponsor them according to University policies ([Legal Affairs Immigration page](#)). Generally we sponsor them with an H1B. If sponsorship is needed, OFA will assist the hire through the process and connect them with our immigration attorney.

9 Month Lecturers

There are a limited number of 9 Month Lecturer contracts provided each year. If your Dean/Department or Program Chair have received approval to provide a Lecturer with such an agreement please complete the [Proposal to Issue a 9 Month Lecturer Contract](#) including the Dean's signature and submit the form to OFA.

Post Docs

Post Docs are approved by the Provost.

- ✓ Post Docs are defined as indicated in the [Classification Checklist](#).
- ✓ The search and hiring process is supported by OFA.
- ✓ To initiate this process the required forms are completed and submitted with the [Post Doc Proposal to Initiate a Search](#) / [Post Doc Proposal to Hire](#) form/s from the Dean's office to OFA. (Based on funding sources required signatures may vary.)
- ✓ Upon approval of the Provost, OFA will follow up with the Dean's office and the Faculty Mentor and/or Principal Investigator (PI).
- ✓ When the candidate selection has been made the [Post Doc Proposal to Hire](#) form with appropriate signatures and attachments is submitted to OFA.
- ✓ When the contract is approved OFA will communicate with the Dean's office and the Faculty Mentor and/or PI, and when appropriate CGE.
- ✓ OFA will generate and send out the employment offer.
- ✓ Once the contract is returned OFA will follow up with the new hire connecting them to HR, providing them with needed information like network access, onboarding, orientation and more.

Note: We have national and international Post Docs. If they are international then a [DS 2019 Request Form](#) is needed. Post docs are supported generally with J1 Visas.