



# Academic Researcher Case Timeline for *Specialist, Project Scientist and Research Engineer Series Titles*

**To Initiate Hiring an Academic:**



**PI:**  
PI notifies ERSO HR Operations of intended hire. Provides HR with name, contact information, start/end dates, salary title code and project description.

**RSO:**  
RSO provides chartstring, confirmation of funding, and IOF for visa processing fee if needed.

**Day 1**

Within **10 days** the Academic Researcher gathers requested documents and submits them to HR Operations.

Within **2 days** of receipt of the signed memo HR Operations submits the case to COE for Dean's approval.

Within **30 days** APO reviews and approves case and sends it back to ERSO.

**If no visa is needed the case clock ends here (69 days) and the Academic Researcher will be contacted to complete new hire paperwork.**

Within **15 days** HR Operations receives the DS2019 from the Berkeley International Office.

**Day 90**



Within **3 days** HR contacts the Academic Researcher via email requesting the required documents needed to begin case preparation. This includes: CV, copy of highest degree, and visa documents, if needed.

Case clock begins **10 days later** or when HR receives the complete case documents from the Academic Researcher, PI and RSO. HR prepares and submits memos for PI and Dept. Chair to sign and returned approved memo is received by HR Operations.

Within **14 days** the Associate Dean reviews the case and forwards it on to APO.

Within **4 days** of receipt of approved appointment from APO, HR Operations sends the DS2019 application to the Berkeley International Office.

Within **2 days** of receipt of DS2019 HR Operations sends Academic Researcher the original DS2019 by Fed Ex and instructions for completing hiring paperwork.

*Case clock ends here*

**\*If a recruitment must be conducted for the title, the recruitment process can add an additional 2-3 months to the timeline.**