

**Timeline for Approvals of New Appointment Files
UC Irvine School of Medicine
Academic Affairs**

Prerequisites:

1. Pre-approved budget, if applicable
2. Search is current
3. Appointment file is accurate and complete

Upon receipt of a new appointment file in SOM Academic Affairs department, the following timelines apply:

1. **Postdoctoral Scholars** – 3 to 4 weeks (requires AP approval)
2. **Project Scientists and Specialists:**
 - With a valid search in place – 7 working days
 - Without a valid search in place – 3 to 4 weeks
3. **Researchers** – 6 week minimum (requires CAP approval)
4. **Adjunct Professor** – 2 months
5. **Assistant Professor, Steps I, II or III** (Dean's delegated) – 6 week minimum
6. **Assistant Professor IV and V** – 3 to 4 months
7. **Senate** (includes In Residence and Clinical X)
 - Associate Professor - all steps, all ranks - 3 to 4 months
 - Full Professor - all steps, all ranks - 3 to 4 months
8. **Health Sciences Clinical Instructors and Observers** – 3 to 4 weeks
9. **Health Sciences Asst/Assoc/Full Professor** – 4 to 6 weeks
10. **Clinical Volunteer** – 3 to 4 weeks