

## Sample Timeline for Non-Regular Faculty Reappointments currently on J-1 Visas (no break in service)

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	Example:
Department Manager	Dean of the Faculty Office	Department Manager	Dean of the Faculty Office	Office of International Students & Scholars Services	Appointed Faculty Member and U.S. Consulate	Appointed Faculty Member/ Exchange Visitor (EV)	Appointment Start Date
<ul style="list-style-type: none"> <li>◆ Prepare FAF and Extension Request for DS-2019 form</li> <li>◆ Attach copy of CV and passport(s)</li> <li>◆ Submit to Chair for review and signature</li> <li>◆ Forward FAF paperwork to Dean of the Faculty Office</li> </ul> <p><i>*English Proficiency Verification form is not required for reappointments</i></p>	<ul style="list-style-type: none"> <li>◆ Review FAF paperwork and visa documents for accuracy and follow up with department as needed</li> <li>◆ Prepare and send appointment letter to department</li> </ul>	<ul style="list-style-type: none"> <li>◆ Send appointment letter to faculty member for signature</li> <li>◆ Facilitate quick turnaround time to expedite visa process</li> <li>◆ Forward signed appointment letter to Dean of the Faculty Office as soon as it becomes available</li> </ul>	<ul style="list-style-type: none"> <li>◆ Send copy of signed appointment letter, Extension Request for DS-2019 form, passport copy and CV to Office of International Students &amp; Scholars Services</li> </ul>	<ul style="list-style-type: none"> <li>◆ Review J-1 request for eligibility, completion of SEVIS pertinent and health insurance information and sufficient funding</li> <li>◆ Issue immigration Form DS-2019 on behalf of Exchange Visitor (EV)*</li> <li>◆ Original immigration document DS-2019 is picked up or mailed to Department for mailing to EV</li> </ul>	<ul style="list-style-type: none"> <li>◆ EV in receipt of DS-2019 document</li> </ul>	<ul style="list-style-type: none"> <li>◆ EV in receipt of DS-2019</li> <li>◆ Faculty member arrives or is already on campus, visits OISSS and if paid visits Brown Business Center</li> </ul>	July 1, 20XX
DEADLINE:  10+ weeks in advance of appointment start date (April)	DEADLINE:  8-10 weeks in advance of appointment start date (April-May)	DEADLINE:  8+ weeks in advance of appointment start date (April-May)	DEADLINE:  8+ weeks in advance of appointment start date (April-May)	DEADLINE:  6-8 weeks in advance of appointment start date (May)	DEADLINE:  4+ weeks in advance of appointment start date (May-June)	DEADLINE:  2+ weeks in advance of appointment start date (June)	
Processing time will vary by academic unit	DOF processing time may vary from 2-3 weeks	Processing time will vary by academic unit	DOF will submit visa documents to OISSS within 1-2 business days of receiving signed appointment letter	OISSS processing time may vary from 3-4 weeks pending completion of submitted information	U.S. Consulate administrative processing times will vary. This process may take 4-8 weeks.		

Please note: the average processing time for reappointments or extensions (no break in service) with J-1 visas is 10 weeks

\*Exchange Visitor (EV) and Appointed Faculty Member are interchangeable