

DOF **FACULTY PERSONNEL** NEWSLETTER **SEPT. 2025**

THIS MONTH'S TOOLKIT:

Searches & Hiring Updates:

There are some changes to the Searches & Hiring webpages. Please take a moment to review the pages listed below, as some approaches and processes may have changed:

- [Searches & Hiring](#)
- [Regular Faculty Search](#)
- [Regular Faculty Search Waiver](#) (formerly "preselects")
- [Term Faculty Search](#)
- [Term Faculty Search Waiver](#) (formerly "preselects")

Appointment vs. Reappointment:

If an individual is returning to the *same* rank in the *same* department, it's a reappointment. Otherwise, it is likely an appointment.

Delayed Start?

Please promptly notify Faculty Personnel if your new faculty hire is not in the US at the time of their start date.

Avoid FAF Delays:

- If someone is teaching, please include the total number of courses and the course details (name/code) in the FAF.
- If a case involves a visa, we are unable to move forward without the [visa paperwork](#) attached.

Visas:

Requests with **J-1 visas** should reach OISSS **90 days or more** before the appointment start date.

NOTE: The average processing time for appointments requiring J-1 visas is now 16 weeks

DEADLINES:

Sept. Faculty Actions

This gives our team one week to process requests before the payroll deadline.

September requests are due by **Wednesday, September 17**

October Letters

This date helps us pace our work. Any FAFs with an October start date should be submitted by **Tuesday, September 16**

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