

*Administrative Process Improvement Project  
Outcomes  
International Faculty Appointments*

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The University Counsel staff met to review the current policies, processes and procedures relating to obtaining necessary H-1B visas for foreign faculty and staff. The pains and issues were defined and the majority eliminated through the process review. The team has developed a streamline process that will distribute the work load across academic departments and eliminating the current centralized process.

**Guideline Webpage:**

- Outline the steps required in the hiring process
- Recommended timeline to ensure process completed to meet payroll deadlines
- Hiring checklist will be created for departmental staff use
- All forms will be accessible, eliminating emailing the forms to the departments
- FAQs created to assist departments

**Hiring Packet:**

- Designed a 'hiring packet' that includes forms, a checklist and outline of the process for the departments

**Process Change:**

- Responsibility shifted from University Counsel to the originators
- Pre-required forms will be completed by the departments prior to submission to University Counsel to process government issued forms
- Eliminating current piecemeal process and reduction in emails and phone calls

**Training:**

- University Counsel staff will provide training sessions

**Metrics:**

- University Counsel current process estimates 25 new international hires annually, estimated 5 hours per applicant
- University Counsel time saving estimated = 100 hours annually
- Streamlining the form process will eliminate time waste between email and phone communications and emailing forms