

**UCSD POLICY AND PROCEDURE MANUAL**

**Section 230-30.6 – Exhibit A**

Effective: 4/20/89

Supersedes: 9/2/82

Issuing Office: Academic Personnel Office

---

---

**GUIDE FOR SUBMISSION OF NOMINATIONS**

**Regents' Professors and Regent's Lecturers**

**I. NOMINATIONS**

**A. Regents' Professor**

1. Name, Address, present position
2. Preferred quarter(s)
3. Suggested salary and statement justifying amount. The salary may be established on a By-agreement basis. Please note that salary will be subject to the usual payroll deductions. Non-U.S. Citizen must have a J-1 Visa.
4. Travel. These funds may be used to pay round trip air coach fare and other expenses as approved in advance by the Vice Chancellor Academic Affairs.
5. Biographical Sketch include Form 1501, *Biography for Academic Personnel*, as a separate attachment if possible. The nomination letter should describe the significance of the nominee's employment writings, if any, and special expertise and accomplishments and how the appointment would enhance the academic programs of the campus.
6. Departmental Responsibilities, State names of campus members, both within and out-side of Department who will actively participate in nominee's visit. Submit a tentative schedule of nominee's activities during proposed period of appointment.

**B. Regents' Lecturer**

1. Nominations for Regents' Lecturers must be made on the Regents' *Lecturer Nomination Form, Exhibit B*.
2. Salary may be established on a By-agreement basis. Salary will be subject to the usual payroll deductions. Non-U.S. Citizen must have a J-1 Visa.
3. Travel. These funds may be used to pay round trip air coach fare and other expenses as approval in advance by the Vice Chancellor Academic Affairs.
4. All other expenses attendant to the appointment must be borne by the sponsoring department.