



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Policy on Visiting Faculty

Policy #: SP 08-06 (supersedes SP 04-02)

Policy:

Policy On Visiting Faculty Appointments

These guidelines establish an appointment process and responsibilities for appointments of Visiting Faculty within the Division of Academic Affairs.

The hiring of Visiting Faculty shall not result in the displacement or time base reduction of an incumbent Temporary Faculty Unit Employee. Visiting faculty appointments will be full-time appointments for up to one academic year. Individuals appointed into this classification shall not be eligible for a subsequent appointment in this classification.

Definition: Generally, individuals under consideration for visiting appointments have earned terminal degrees in their fields of expertise or are recognized nationally for outstanding achievement in their fields. Visiting faculty members are individuals who are typically employed elsewhere and are engaged in high-level research or other scholarly or creative work, or are in public service. Consequently, because of their stature or position, they provide our faculty and students with unusual opportunities for expanding their intellectual, artistic or scientific experiences or for pursuing research and scholarship. Visiting faculty may teach, advise and/or supervise students, assist in enhancing existing curriculum or in developing new courses, attend host program meetings, attend and offer colloquia, and engage in other University or public service activities consistent with their appointments and with the mission of the University. Often visiting faculty members are chosen to fill temporarily a vacancy in a tenure track faculty line. Terms such as visiting research or clinical professor may also be used.

Titles: Based on the judgment of the host program and the appropriate Dean, visiting faculty members may receive working titles of Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor to reflect their qualifications and professional experiences and to acknowledge the level of accomplishment achieved by the individual being considered for visiting faculty status.

Review and Appointment Process: The current curriculum vita or resume of the individual nominated for a visiting faculty position will be provided to and reviewed by the proposed host program faculty and Chair. With the concurrence of the host program, the appropriate Dean will recommend appointment to the Provost (or his/her designee).

The following information must be included in the Dean's recommendation submitted to the Provost for review and approval:



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- An indication of the individual's willingness to accept the visiting faculty appointment;
- A statement about the individual's past involvement with the program (if any), and a description of the nature of the individual's future involvement with the department as a visiting faculty member;
- The benefits to the University that are anticipated or expected as a result of the proposed visiting faculty appointment;
- The working title to be conferred on the individual;
- The desired prerequisites to be offered to the individual;
- The current curriculum vita or resume of the individual.

When the review process is complete, and with the approval of the Provost, the individual will be appointed as a visiting faculty member with the appropriate working title and invited to assume the duties and responsibilities of the position. Only upon formal written appointment by the University may the individual use the designated working title.

Each Dean may recommend to the Provost up to three candidates per year. From these recommendations, the Provost will select the designated number of visiting faculty positions allotted to the campus by the Chancellor's Office.

Resources: To the extent possible, visiting faculty will be given access to University resources similar to those offered and provided to tenured and tenure-track faculty and temporary lecturers. Such resources may include library privileges, access to secretarial and other related assistance, mail delivery, a campus e-mail account, and Bookstore discounts. Office space will be available when the visiting professor is teaching. The extent of the resources offered to a visiting faculty member is at the discretion of the Chair, and such prerequisites will be identified in the appointment letter to the individual.

Limitations: Unsalaries visiting faculty do not count in the host program's faculty headcount or FTEF. Unsalaries visiting faculty are not subject to the quota of visitors allocated to the campus. While visiting faculty members may be listed in University publications, such listings should be for significant and considerable involvement by the visiting faculty members in their host departments.