



Eastern Kentucky University Policy and Regulation Library

4.6.8P

Volume 4, Academic Affairs

Chapter 6, Faculty Appointments and Evaluation

Section 8, Visiting Faculty

Approval Authority: Board of Regents

Responsible Executive: Provost

Responsible Office(s): Provost, Deans, Departments

Effective: April 7, 1980

Last Revised:

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Next Review Date:

Visiting Faculty

Policy Statement

Visiting Faculty appointment are primarily used as temporary replacements for faculty members who are on leave or when a vacated position cannot be filled in a timely fashion. On occasion, a visiting faculty may be appointed for a specified time period in accordance with this policy if a specialized expertise is needed. Visiting Faculty shall have appropriate qualifications that satisfy the University's credentialing standards (Policy 4.6.1P).

There are four types of visiting appointments:

- a. For individuals who are employed, usually on a one-year basis, to serve as replacements for faculty members who are on leave.
- b. For individuals who are recruited and employed in a relationship to an outside-funded project and whose continued employment is contingent not only on successful performance but also on continuation of funding.
- c. For individuals recruited for positions in units where enrollment trends are either downward or unstable or where program changes that will affect staffing needs are anticipated.
- d. For individuals who are recruited for teaching during the summer terms or for teaching assignments of a shorter duration.

With the exception of "d" above (summer terms or periods of shorter duration), visiting appointments may be made for a minimum of one semester or up to a maximum of three four one-year appointments. Because visiting faculty are year-to-year appointments, no appointment shall be made with the expectation of multi-year appointments. The fringe benefits provided individuals serving on such appointments shall be the same as those for faculty serving in regular appointments, except that they are not eligible for sabbatical leaves or continuation of benefits while on leave without pay.

Visiting faculty Individuals shall be evaluated in keeping with dates established for regular faculty appointments Policy 4.6.6, Evaluation of Full-Time Faculty Not Eligible for Tenure.

If a person serving on a visiting appointment subsequently receives a tenure-track appointment, a determination will be made through appropriate channels and with the concurrence of the appointee how much, if any, of the time served in the visiting capacity will be counted toward promotion and tenure. This will be done at the time of the tenure-track appointment and will be made a matter of record with copies placed in the appropriate files.

~~Visiting appointments are limited to three one-year appointments, with at least one year to be applied toward tenure and promotion for the individual who serves three years in visiting status and is subsequently offered on a tenure-track appointment.~~

Entities Affected

- Departments
- Colleges
- Faculty

Procedures

1. The Department Chair must provide a justification of need for a visiting faculty appointment to the Dean. The appointment of a visiting faculty position must be approved by the Dean and The Provost.
2. The Terms for Appointment for a visiting faculty member shall state the workload responsibilities.
3. Visiting faculty members shall be provided the tools necessary for these professionals to perform their assigned duties including appropriate office space, supplies, support services, and equipment.
4. Reappointment decisions shall be based on the following priorities:
 - 1) Department need
 - 2) Funding for position
 - 3) Performance evaluation(s)

Responsibilities

Responsible Entity	Responsibilities under Policy 4.6.8
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Entity	Responsibility
<u>College Dean</u>	<u>The Dean is responsible for</u> <ul style="list-style-type: none"> • <u>Ensuring that funding is available for the visiting position prior to approving a position</u> • <u>Ensuring the Terms of Appointment states the workload responsibilities</u> • <u>Submitting to the Provost annually a reappointment recommendations</u>
<u>Department Chair</u>	<u>The Chair is responsible for</u> <ul style="list-style-type: none"> • <u>Documenting the need for a visiting position</u> • <u>Ensuring visiting faculty have the appropriate qualifications</u> • <u>Determining the workload, based on the needs of the Department</u> • <u>Submitting to the Dean annually a reappointment recommendation</u>

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Policy Adoption Review and Approval

Visiting Faculty

Revised Policy

DATE

ENTITY

Board of Regents

President

Provost Council

Faculty Senate

ACTION

Policy Issued

DATE

April 4, 1980

ENTITY

Faculty Senate

ACTION

Adopted