

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**VISITING FACULTY / VISITING SCHOLAR POLICY**

<b>Number</b>	02.01.66
<b>Division</b>	Academic Affairs
<b>Date</b>	May 1, 2018
<b>Purpose</b>	The purpose of this policy is to describe the process and procedures for the appointment of visiting faculty and scholars.
<b>Policy</b>	Visiting faculty and scholar appointments allow the University to engage in academic collaborations and benefit temporarily from the expertise or special skills of individuals (typically faculty at other institutions) who wish to take a leave or other hiatus from their home institution or other employer, or who may be retired or have no current employer and work with current faculty and programs at UAH.

**Procedures**

**Definitions**

Visiting Faculty - An individual who is appointed to be a member of the University faculty on a temporary full-time basis, usually for one semester or one academic year. This person often is on leave from another university or organization or may be retired.

Visiting Scholar - An individual who participates in the educational and research mission of UAH typically on a temporary full-time basis, usually for one calendar year or less. The person is often on leave from another university, state or federal agency or some other organization or may be retired.

Ranks - A Visiting Faculty member may be appointed at the ranks listed below.

- Visiting Professor (Assistant, Associate, Full) - This category is reserved for individuals who currently hold equivalent academic rank elsewhere (or who have recently retired and hold academic rank emeritus), who hold academic credentials appropriate to the academic rank assigned, and who will be engaged in the academic rank assigned, and who will be engaged in a combination of research and teaching commensurate with that of the professional ranks of continuing faculty.
- Visiting Clinical Professor or Visiting Research Professor (Assistant, Associate, Full) - These categories are reserved for individuals who currently hold a clinical or research appointment elsewhere (or who have recently retired from such an appointment), who hold a terminal degree and academic credentials appropriate to the academic rank assigned, and who will be engaged in a combination of

research, clinical and teaching or entirely in research commensurate with that of the comparable ranks continuing faculty.

- Appointment as a Visiting Scholar differs from an appointment as a Visiting Faculty in that the faculty classifications typically envision a role encompassing the normal scope of a faculty appointment, i.e., they may teach a course or graduate level seminar, and participate in graduate research (but not as a primary advisor). A Visiting Scholar is typically appointed for research or scholarship only. and will normally not have any responsibilities for teaching classes or for advising students.

## **2. Process to invite Visiting Faculty**

- Requests to fill a position with a Visiting Faculty member should originate at the department level and then be forwarded to the Dean of the college. These requests should be included with the list of normal recruiting priorities for the academic year.
- The Dean discuss recruiting priorities with the Provost, including budget and program needs, and will obtain approval to begin identifying candidates for a Visiting Faculty position.
- Visiting Faculty appointments must follow the University's Faculty Recruiting and Hiring Policy, 02.01.06, which includes the requirement of having a background check and signing the UAH Patent Agreement.
- The Dean or Department Chair will identify candidates through advertising, contact with appropriate departments at other colleges, universities, and organizations in the region. In accordance with the Faculty Recruiting and Hiring Policy and following the procedures and required approvals stated therein, candidates will be invited to campus for Interviews. Upon completion of the interview process. the Chair and Dean will make recommendations to the Provost regarding the candidates.
- After a suitable candidate has been agreed upon, the terms and conditions of the visiting appointment will be detailed in an appointment letter drafted by the Dean and provided to the Provost for final approval. The appointment letter will be by the Terms of Employment which must be agreed to and signed by the Visiting Faculty member.
- If the candidate accepts, please notify Academic Affairs by sending a copy of the acceptance to the Provost.
  - In addition, the department is responsible for assuring that the Visiting Faculty:
    - Receives all required university training and information including new faculty orientation provided by the Office of Human Resources.
    - Understands that proprietary work for his or her home organization may not be carried out in UAH facilities during the visit.
    - Signs the appropriate documentation.
    - Complies with all university policies and external requirements related to the performance of work at UAH.

### **2.1 Process to invite Visiting Scholars**

- Members of the professoriate, research center directors and research scientists may invite faculty or other qualified individuals, who are employed or appointed at another institution or organization or who are retired, to visit for an extended period in order to advance a collaborative research or clinical activity. These individuals are appointed into academic units or research centers and classified as Visiting Scholars. The invitation must indicate the name of the faculty member hosting the visitor, and must be approved by the chair of the hosting Department, Program, Dean of the College, or other academic unit and the Provost. If the Visiting Scholar is invited into a research center, the approval is by the Center Director and the Vice President for Research and Economic Development.
- The individual must be visiting from and affiliated with an outside institution or organization or retired.
- The individual must have a terminal degree or recognized expertise in his or her field.
- Typically, the individual has a source of financial support from outside the University, because appointments as Visiting Scholars often do not include any salary. However, colleges, departments or research centers may provide some funding through subcontracts, non-salary stipend for living expenses or supplemental research expenses, consulting fees, honorarium, or some other appropriate financial mechanism. (Colleges, departments or research centers may establish minimum levels for the outside financial support of Visiting Scholars.) Visiting Scholars are not University employees and the title may not be used for personnel or payroll purposes. Visiting Scholars do not receive regular compensation from the University.
- The classification of Visiting Scholar is appropriate for faculty from other academic institutions who are invited on a non- salaried basis during a period of sabbatical at their home institution. In addition, this classification is appropriate for the appointment of qualified personnel from industry, government or other organizations, including retirees, who wish to visit on an unpaid basis, including those whose visit is under the auspices of an Industrial Affiliate Program or other collaborative agreement.
- The Visiting Scholar classification is not intended for individuals who might otherwise be considered trainees. This classification is not used to bring matriculating students from other academic institutions, nor should it be used for individuals who should be appointed as Postdoctoral Fellows.
- The inviting Department and College or Research Center is responsible for ensuring that a Visiting Scholar candidate meets the criteria above and for issuing the letter of invitation. The appointment letter must:
  - identify the academic administrator, faculty member, research center director, or research staff member issuing the invitation, and the academic organization in which the Visiting Scholar will be housed,
  - specify the term of the Visiting Scholar,
  - confirm that no salary or other financial compensation, including insurance or other health and welfare benefits, will be provided by the University in conjunction with the appointment,
  - provide that the Visiting Scholar must satisfy all regulatory requirements and comply with UAH policies that apply to his or her activities while at UAH,

- specify the appointment is contingent upon a satisfactory background check, completing the employment profile, and signing of the UAH Patent Agreement,
  - indicate that Visiting Scholars have access to a Charger ID and any access it provides, Library privileges, Faculty/Staff Clinic, University Fitness Center, and University Housing, if it is available,
  - incorporate by reference the terms of this policy.
- Hosting academic or research units should ensure that the appointment of a Visiting Scholar is justified on the basis of benefit to UAH.
- The hosting academic or research unit is responsible for providing space for the Visiting Scholar, and for assuring that the individual can participate as intended without undue interference with the other academic or research responsibilities of the host organization.
- In addition, the department or research center is responsible for assuring that the Visiting Scholar:
  - Receives all required university training and information.
  - Understands that proprietary work for his or her home organization may not be carried out in UAH facilities during the visit.
  - Signs the appropriate documentation.
  - Complies with all university policies and external requirements related to the performance of work at UAH.
  - Must follow all university policies and regulations and state and federal laws and regulations.
- Visiting Scholar status is a privilege, not a right, and an individual holds this status at the pleasure of the University. Similarly, there is no right to a renewal of the status at the end of the term.
- Visiting Scholars are not employees or students of the University, and, therefore, are not entitled to compensation or other benefits available to regular staff, faculty or students (including health insurance). The Visiting Scholar title may not be used for personnel or payroll purposes. Departments wishing to make a special payment to a Visiting Scholar for Participation in a seminar presentation or similar contribution may do so by means of a non-salary honorarium with the approval of the Dean and Provost or Center Director and the Vice President for Research and Economic Development, in certain cases, a program may agree to provide a non-salary stipend for living expenses or supplemental research expenses for the Visiting Scholar. In the rare circumstance where a Visiting Scholar is asked to make a short-term contribution to a research effort for which salary should be paid, payment of appropriate consulting fees should be arranged.

### **3. Guidelines**

All Visiting Faculty and Visiting Scholar appointments will be for no more than one calendar year.

4. All Visiting Faculty and Visiting Scholars must receive an official offer letter that specifies the terms and conditions of the appointment, job duties and expectations, requirements for an official transcript, references, background check, and agreement to abide by the UAH Patent Policy shown by signing the policy. The offer must be approved by the

appropriate dean and Provost or by the research center director and the Vice President for Research and Economic Development.

5. A personnel file containing a copy of the signed offer letter, terms of employment, current curriculum vitae, references, transcript, and UAH Patent Agreement signed by the Visiting
6. A personnel file containing a copy of the signed offer letter, terms of employment, current curriculum vitae, references, transcript, and UAH Patent Agreement signed by the Visiting Faculty or Visiting Scholar must be kept in the Dean's Office or the research center director's office for three years.
7. A background check is required for all Visiting Faculty and Visiting Scholar appointments. UAH conducts the background checks. The appointment is contingent upon receipt of a satisfactory background check. A Background Check Release Form will be sent to the individual. The individual must grant permission to the Office of Human Resources to conduct the Background Check. If the individual is a non-US citizen, the Office of Human Resources will coordinate with the Office of Research Security in conducting the background check. The Office of Human Resources will report to the Provost's Office, College or Research Center, as appropriate, when the Background Check is complete.
8. If the chosen candidate is NOT A U.S. CITIZEN, it is the responsibility of the Department Chair or Center Director who is requesting the appointment to notify OIS. It is the responsibility of the Department Chair or the Center Director who is requesting the appointment to determine how long it may take for international candidates to obtain proper immigration credentials for entering and working in the United States. The Department Chair or Center Director should allot sufficient time for International candidates to obtain appropriate immigration credentials prior to scheduling the candidates start work date at UAH.
9. A report of all Visiting Faculty and Visiting Scholars who are visiting the colleges or academic units must be submitted to the Office of Academic Affairs by the end of the second week of class each semester. A report of all Visiting Faculty and Visiting Scholars who are visiting research centers must be submitted to the Vice President for Research and Economic Development within two weeks of arrival. The report must include the name and a number of the Visiting Faculty or Visiting Scholar and indicate all background and security checks are complete. The Provost will sign off on each Academic Affairs report and Vice President for Research and Economic Development will sign off on each Research report. If a Visiting Faculty or Visiting Scholar arrives after the second week of class in any semester the Dean is responsible to submit a report to the Office of Academic Affairs of the new individual verifying background and security checks have been completed within two weeks of arrival.
10. Visiting Faculty and Visiting Scholars may not serve as a PI on any UAH submitted proposal unless approved in advance by the Vice President of Research and Economic Development.
11. The visiting Faculty and Visiting Scholars may have limited access to University facilities after working hours. This limitation will be determined on a case-by-case basis and must be approved by the appropriate dean and Provost or by the research center director and Vice President for Research and Economic Development.

**Review** This policy will be reviewed by the office of Academic Affairs every five years or sooner if needed.