

VISITING FACULTY APPOINTMENTS GUIDELINES

Definitions

Visiting Faculty are full-time faculty appointments, for up to one academic year, for individuals from outside SDSU who are recognized in their field and whose employment at SDSU would benefit the mission of the university.

Visiting Faculty appointments are temporary and non-renewable, and may not exceed one academic year in duration. An appointee will not be eligible for a subsequent appointment in the Visiting Faculty classification.

Appointments in the Visiting Faculty classifications must comply with the provisions of Articles 12.29 and 12.34 of the collective bargaining agreement. Certain provisions are excluded; for example, incumbents are not eligible to serve a probationary period, gain tenure, or earn an ongoing entitlement.

Each CSU will be allocated annually a specific number of positions pro-rated on its total FTEF.

Procedures

1. A department/school peer review committee submits a recommendation for appointment detailing the credentials of the individual and how the appointment would benefit the mission of the department/school, college, and university. The recommendation shall be accompanied by a Request for Visiting Faculty Appointment cover sheet.
2. The department chair/school director adds his or her recommendation and forwards both recommendations and the individual's CV to the Dean.
3. If the Dean approves, s/he adds his or her recommendation and forwards the entire package to the Associate Vice President for Faculty Affairs who shall authorize the appointment and maintain a list of all such requests and the date of submittal.
4. Upon acceptance of an offer, the department shall notify the Associate Vice President for Faculty Affairs in writing, and shall submit to Academic Affairs an Academic Transaction Form, Statement of Terms and Conditions, and Letter of Offer according to the procedures for all faculty appointments.
5. Requests for authorization to negotiate an appointment as Visiting Faculty shall be handled on a first-come, first-serve basis until the university's allocation has been filled. When the allocation limit has been reached, a waiting list shall be established. At that point, the Associate Vice President for Faculty Affairs shall request updates on all incomplete appointments, and may reassign authorization if it appears there is insufficient progress on any or all appointments.
6. If an appointment that has been offered and accepted falls through at a later date, the next department/school on the waiting list shall be authorized to negotiate an appointment; the position shall not be retained by the unit to which it had originally been granted.