

230-4 **Definition and Policy**

- a. The Visiting prefix is used to designate one who:
 - (1) is appointed temporarily to perform the duties of the title to which the prefix is attached; and
 - (2) either has held, is on leave from, or is retired from an academic or research position at another educational institution, or, alternatively, whose research, creative activities or professional achievement makes a Visiting appointment appropriate. In the latter cases, the Chancellor must solicit advice on the appointment from the Divisional Committee on Academic Personnel or its equivalent.
- b. The Visiting prefix may be attached to titles in any of the following series: Professor, Astronomer, Agronomist in the Agricultural Experiment Station, Professional Research, Specialist in Cooperative Extension, and Librarian; except that the Visiting prefix shall not be attached to the title Instructor, Junior Astronomer, or Junior Agronomist.
- c. When a title with the Visiting prefix is assigned to a faculty member on leave or retired from another educational institution, the title will usually be the same as the individual's title at the home educational institution, with exceptions when connotations differ (e.g., Reader or Tutor in a British university).
- d. If an academic appointee with a Visiting title is later considered for transfer to a corresponding appointment in the regular series, the proposal for such transfer shall be treated as a new appointment subject to full customary review.

230-10 **Criteria**

The criteria for evaluation of a candidate for appointment with a Visiting title shall be the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria. Care should be taken to inform the appointee of the provisions of Section 230-4-d.

230-17 Terms of Service

Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one year. The total period of consecutive service with a Visiting title shall not exceed two years.

230-18 Salary

- a. The salary of an appointee with a Visiting title shall be determined according to the special circumstances of the case, with due consideration given to the individual's regular salary or professional income. In some cases, it will be appropriate to separate considerations of rank from those of salary.
- b. Since the negotiated salary for an appointment to a Visiting title may take into account certain relocation expenses, it should not necessarily be regarded as the appropriate salary for any subsequent regular appointment. (Relocation expenses are not the same as travel expenses; for travel expense reimbursement to a Visiting appointee, see the provisions of APM - 230-20-h.)
- c. An appointee with a Visiting title in one of the schools of health sciences is not eligible for any of the Strict Full-Time or other special compensation plans of these schools. The Chancellor, after consultation with the Academic Senate, may approve exceptions to this provision in cases of full-time appointments involving patient-care responsibilities.
- d. Because salaries of Visiting appointees are negotiated on an individual basis, such salaries are not subject to range adjustments which, when given, automatically affect the regular salary scales.

230-20 Conditions of Employment

- a. Inasmuch as a Visiting appointment is temporary, with an ending date, and there is no expectation of continued employment, notice of intention not to reappoint is not required, but the formal appointment letter shall specify the starting and termination dates of the service period and indicate that the appointment is self-terminating.
- b. As established under the terms of Section 103.9 of the Standing Order of The Regents, termination of the appointment of a faculty member, including that of a Visiting faculty member, before expiration of the contracted term shall be only for good cause, after opportunity for a hearing before the properly

constituted advisory committee of the Academic Senate. In all other cases of grievances pertaining to appointees holding a Visiting title, the provisions of APM - 140 are applicable.

- c. An appointee with a Visiting title is not a member of the Academic Senate.
- d. Certain removal expenses may be allowed a Visiting appointee who is subsequently appointed to regular faculty rank, or to the regular professional research series, as provided in APM - 560-14-d.
- e. Sabbatical leave credit may be accrued by a Visiting appointee under the special conditions described in APM - 740-11-b.
- f. Sick leaves, vacation leaves, or authorized special leaves with pay for Visiting appointees will be subject to the policies for corresponding ranks without the Visiting prefix.
- g. Neither tenure nor security of employment is acquired by appointment to a Visiting title, although eligible service with certain Visiting titles is credited under the University's "eight-year" rule. (See APM - 133.)
- h. Travel expenses for Visiting appointees:
 - (1) When employed at full time for at least one quarter, an appointee with a Visiting title may be reimbursed for expenses incurred in initially traveling from home to the campus to which appointed, subject to the provisions which appear in the following subsections. Agreements concerning such reimbursement shall be made at the time of negotiation for appointment, and payment of travel expense to the extent authorized by University regulations should not be incorporated in the salary, but paid separately.

Reimbursement for return travel may be made, after completion of the term of appointment, to the point of origin or the actual destination, whichever shall result in the lesser distance.
 - (2) When paid to Visiting appointees, travel expenses are subject to the following limitations:
 - (a) When the appointee travels alone, expenses and method of travel shall be governed by the University travel policy.

- (b) When accompanied by spouse and/or children, or other near relatives (as defined in APM - 520-4) who regularly form part of the appointee's immediate household, the appointee has the option of claiming one of the following for reimbursement of travel expenses:
 - (1) The coach air fares from home to the campus to which appointed for the appointee and family members as described above; or
 - (2) Up to the maximum amount permitted by University policy for travel mileage by a privately owned automobile; or
 - (3) If the appointee elects to combine air travel from overseas to an airport on the North American continent and subsequent travel by automobile from that point to the campus to which appointed, only the equivalent of the coach air fares from home to the campus to which appointed for the appointee and family members as described above. (This option does not permit reimbursement for overseas air travel plus travel mileage by automobile.)

In case of election of the first or third option, only such miscellaneous expenses related to air travel as are permitted under the provisions of Business and Finance Bulletin G-28, Policy and Regulations Governing Travel, will be allowed.

- (c) If, for personal convenience, an indirect route is traveled or travel by a direct route is interrupted, any resulting extra expense shall be borne by the traveler, and reimbursement for expense shall be based only on such charges as would have been incurred by the usually traveled route.
- (3) Payments for travel expenses normally shall be made from the "Supplies and Expense" subaccount(s) (Sub 3) of the appropriate account(s) under which the appointment is made. See APM - 230-24-d for reimbursement of payments for travel expenses from other than the appropriate account(s).
- (4) Advance signing of an agreement to refund a portion of the travel expense payment if the terms of the appointment are not fulfilled is not required of a Visiting appointee. Any repayment, should events require it, is left to the discretion of the Chancellor.

230-24 **Authority**

- a. The Chancellor, the Provost and Senior Vice President—Academic Affairs, and the Vice President—Agriculture and Natural Resources are authorized to approve appointments with Visiting titles under their respective jurisdictions, except as noted in Sections 230-24-b.
- b. The Chancellor is authorized to approve above-scale salaries up to and including the Regental compensation threshold. For salaries beyond the Regental compensation threshold, authority rests with The Regents on recommendation of the President, after appropriate review and as prescribed in Section 101.2(a) of the Standing Orders of The Regents.
- c. The authority of the Chancellor, the Provost and Senior Vice President—Academic Affairs, and the Vice President—Agriculture and Natural Resources as stipulated above shall also apply for certain personnel actions having effective dates other than July 1 and for retroactive approvals.
- d. The Chancellor, the Provost and Senior Vice President—Academic Affairs, and the Vice President—Agriculture and Natural Resources are authorized to approve the reimbursement of expenses for travel by an appointee with a Visiting title under their respective jurisdictions. If travel expenses are to be incurred outside the United States, prior approval is required for the reimbursement of such expenses. Prior approval is also required for reimbursement of payments for travel expenses from other than the appropriate account(s), whether with intramural or extramural funding.

230-80 **Procedures**

The general procedures for making Visiting appointments shall be the same as those specified for the corresponding regular academic title; e.g., in the Visiting Professor series, the provisions of APM - 220-80 would apply. Because a Visiting appointment is temporary and because it usually serves to recognize the title held at another educational institution, requirements for an *ad hoc* committee may be waived in accordance with APM - 220-80-k.

230-96 **Reports**

See APM - 200-96.