



## University Policy Statement

### UPS 210.055

## VISITING FACULTY APPOINTMENTS

### I. INTRODUCTION

The goal for Visiting Faculty appointments is to provide short-term employment opportunities for faculty and other highly qualified professionals from outside California State University Fullerton to contribute to the university's mission by applying their specialized skills to satisfy teaching, scholarly, or creative needs currently unmet by departmental faculty. The appointment and work assignment of Visiting Faculty must comply with the Unit 3 Faculty Collective Bargaining Agreement (CBA) currently in place between the California State University (CSU) and the California Faculty Association.

### II. DEFINITIONS

- A. In this document, the term "Visiting Faculty" refers to those individuals holding Visiting Faculty appointments as outlined in Article 12 of the CBA. These faculty are wholly distinct from the visiting scholars and other delegations of visitors addressed in UPS 108.000 Visiting Scholars and Other Formal Delegations of Visitors: Procedures and Expectations.
- B. The term "Dean" shall apply to College Deans, the University Librarian, and the Associate Vice President for Student Affairs, as appropriate, or their designees.

### III. TERMS OF APPOINTMENT

- A. Visiting Faculty appointments are full-time (1.0) appointments for up to one academic year. A Visiting Faculty appointment may not cross over multiple academic years.
- B. Individuals appointed into the Visiting Faculty classification shall not be eligible for a subsequent appointment in the Visiting Faculty classification.
- C. Visiting Faculty are not eligible to serve a probationary period, gain tenure, or earn an ongoing entitlement during their Visiting Faculty appointment.

### IV. PROCEDURES

- A. A Visiting Faculty appointment may be made when an appropriate opportunity arises to use the specialized skills of a highly qualified faculty member or other professional from outside California State University Fullerton to satisfy unmet departmental needs on a short-term basis. Examples include the short-term availability of a highly qualified individual who can fulfill an unmet teaching need, replace a faculty member for the duration of a sabbatical leave, contribute international expertise, or address an

unsuccessful tenure-track search. When a Department anticipates an ongoing need, it should instead follow the procedures outlined in UPS 210.050 Recruitment and Appointment of Temporary Faculty.

- B. There is a limit to the number of employees in the Visiting Faculty classification system-wide. When it is known that a department wishes to fill a Visiting Faculty position the Dean shall contact the office of Human Resources, Diversity and Inclusion (HRDI) to determine whether the campus has yet filled the number of allocated Visiting Faculty positions for the year.
- C. Visiting Faculty must be qualified for their assigned duties, as evidenced in a curriculum vitae and letters of recommendation, and any other appropriate materials a Department may wish to use, such as reference checks, personal contact/discussions with the Department chair or other faculty, teaching demonstrations, or other documented relevant experience. Departments may vary in how they define the professional qualifications necessary to fulfill particular assigned duties. Such professional qualifications include such factors as highest academic degree earned; teaching, field, or professional experience; status in the discipline; and scholarly and creative activities. The curriculum vitae and other materials submitted by individuals considered for Visiting Faculty positions should be maintained in the College for at least three (3) years from the time the materials are received.
- D. Pursuant to Article 12 of the CBA, faculty shall be involved in the process of hiring Visiting Faculty. The exact roles of the Department Chair and tenured or tenure-track faculty in selecting Visiting Faculty may vary based on the particular needs of a Department and the time available. The Department Chair or a committee selected from the Department's tenured and tenure-track faculty may evaluate the qualifications of prospective Visiting Faculty by reviewing submitted materials, conducting interviews or teaching demonstrations, or conducting reference checks. Before sending a recommendation to the Dean, the Department Chair shall use a consultative process to determine that there is sufficient faculty support for the appointment of a particular individual as a Visiting Faculty member.
- E. All Visiting Faculty appointments must be approved by the President or designee. Visiting Faculty appointments are normally made by the Dean.

## **V. ASSIGNED WORK**

- A. The assignment of work to Visiting Faculty must be consistent with the provisions for the protection of temporary instructional faculty, counselors, and librarians outlined in Article 12 "Preference for Available Temporary Work," which differs at the beginning of the academic year and during the academic year.
- B. At the time of appointment, each Visiting Faculty member shall receive from the Dean a clear written statement of the work assignment. A copy shall also be provided to the Office of Faculty Affairs and Records for placement in the Personnel Action File of the Visiting Faculty member.

- C. At the time of appointment, each Visiting Faculty member shall receive from the department chair an orientation to relevant department, college, and university policies and procedures.
- D. Visiting Faculty appointments may not include summer assignments.
- E. Except as specified in the CBA and in provisions of other relevant UPS documents, Visiting Faculty have the same rights and responsibilities as other faculty.

Upon appointment, all Visiting Faculty shall be provided a copy of this document

Source: Faculty Affairs Committee 11-6-2015

**EFFECTIVE DATE: 1-15-16  
NEW UPS and ASD 15-157**