



Visiting Faculty Application Process (Draft)

According to the Arizona Board of Regents Conditions of Faculty Service (COFS) Document:

VISITING FACULTY (COFS Document 1.2.2)

Visiting faculty are non-tenured, non-tenure eligible faculty. They are temporary appointees who are normally expected to return to their own institutions at the expiration of the appointment. A visiting faculty member is appointed to one of the following academic ranks: visiting assistant professor, visiting associate professor, or visiting professor.

Responsibilities: Responsibilities of visiting faculty will vary depending on the rank and the needs of the unit.

Period of Appointment: Visiting faculty are typically appointed for one year or less. They are temporary faculty and shall have no expectation of continued employment beyond the end of the current appointment period.

Qualifications: Persons considered for visiting faculty ranks shall hold the qualifications for those ranks as specified by the academic unit.

Faculty who choose to visit the College of Education as a Visiting Faculty must follow the following process:

I. COLLEGE OF EDUCATION GUIDELINES

A person who has an academic appointment at another institution or is engaged in other professional or creative activity may be appointed as a Visitor to participate in a short-term educational, research, or other academic project under the supervision of an academic appointee. A Visitor shall be designated as a Visiting Scholar if on leave from an appointment at an institution of higher education or research.

The appointment is without compensation.

II. CRITERIA FOR APPOINTMENT

The appointment must serve an academic purpose for the benefit of the unit sponsoring the appointment. A Visitor must: be self-supporting; provide evidence of adequate support from external sources and of health insurance, appropriate to the duration of the appointment; and possess a terminal degree appropriate to carry out the activities for which the appointment is made.

III. TERM OF APPOINTMENT

Visitors are appointed for short periods not to exceed 12 months, and more typically for six (6) months or less. The appointment is self-terminating. Reappointment for an additional term of up to 12 months is permitted. This appointment may be terminated at any time without prior notice and withdrawal of associated privileges.

IV. CONDITIONS OF APPOINTMENT

1. Service as a Visitor constitutes neither employment nor enrollment as a student at Northern Arizona University.

2. A Visitor may not have employment (including as a contractor) or another appointment with Northern Arizona University.
3. A Visitor may not be a student, including a NAU-registered student.
4. A Visitor is not eligible for salary or wages from Northern Arizona University.
5. A Visitor is bound by the rules and policies of Northern Arizona University, including but not limited to those governing ownership of intellectual property, conflict of interest, safety, safe working and learning environment, and harassment.

VI. METHOD OF APPOINTMENT

Upon the recommendation of a departmental committee (or a faculty member in the department), the Department Chair shall determine whether to prepare a dossier to be forwarded to the Dean. The dossier shall consist of the following:

1. A letter of application from the applicant which should include the following information:
 - a. academic purpose of the visit,
 - b. the name of the COE faculty member collaborator(s),
 - c. type of resources they are seeking (e.g., office space, library privileges, etc.), and
 - d. length of visit
2. A curriculum vita or resume
3. A study/research plan
4. Evidence of self-support (including health insurance).
5. A letter of support from the government or home university including any financial support that is being provided
6. A bank statement (not necessary at time of application but may be required by NAU Center of International Education at a later date)

The department chair will review the information and submit the dossier along with a letter (email memo may suffice) outlining the level of support by the department, resources if any that are required (e.g., office space, computer, etc.) by the college, and the academic purpose of the visit and how it can potentially benefit the department and the college. If there is more than one application for the coming academic year, the department chair will provide a ranked list of the applications. Only a limited number of appointments will be made for any given academic year/semester based on the academic purpose and available college resources

The Dean has the authority to make the initial appointment (of up to 12 months) and one reappointment (of up to 12 months). Once the dean approves the appointment, the department chair will send a letter of support to the visiting scholar. A copy of the letter will be given to the fiscal operations manager of the college and the dean.

Appointments are made throughout the year. It is advisable to seek such appointments as early as possible (at least six months before start of visit to ensure that the college has enough planning time and the ability to arrange for needed resources. Visiting faculty may also wish to contact the Center for International Education to determine options to seek such appointments and/or available resources (<http://nau.edu/CIE/International-Student-Scholar-Services/>)