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## 3031: GENERAL GUIDELINES

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### A. RANK & CRITERIA

The Visiting prefix is used in conjunction with the Professor title to designate one who:

- Is appointed temporarily to perform the duties associated with the Professor title as stated in **APM 220**;
- Either has held, is on leave from, or is retired from an academic or research position at another educational institution; or whose research, creative activities or professional achievement makes a visiting appointment appropriate.

Ranks and steps in this series parallel those in the Professor series. A Visiting Professor who is on leave or retired from another institution will normally be appointed at the same rank and step as the individual's title at the home educational institution. Because appointments in this series are temporary, reasonable flexibility may be employed in the application of the first criterion above.

Appointment to this series does not confer membership in the Academic Senate.

### B. SALARY

Tenure or security of employment is not granted in association with appointment to the visiting series.

Appointments may be made with or without salary. Salaries shall be determined according to the special circumstances of the case, with due consideration given to the appointee's regular salary or professional income. In some cases, it may be appropriate to separate considerations of rank from those of salary.

Appointees' travel expenses are not to be incorporated in the salary and reimbursement of such expenses should be made in accordance with University policy.

Appointments may be made at full-time or part-time. The assigned percentage time should accurately reflect the expected workload carried with an appointment to this title.

### C. TERMS OF SERVICE

An appointment or a reappointment to the Visiting Professor series is made for a specified term not to exceed one year. This is communicated to the appointee in the Appointment Letter or the Reappointment Letter. The total period of consecutive service with a Visiting title shall not exceed two years, unless a longer period is approved by the Provost/EVC. In the case of Visiting Assistant Professor Programs in Mathematics, the total period of consecutive service shall not exceed three years, unless a longer period is approved by the Chancellor.

### D. LIMITATIONS OF SERVICE

If an appointee 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.

If an appointee is transferred to a corresponding appointment in the regular series, the following shall apply:

- Certain removal expenses may be allowed as provided in **APM 560-14-d**.
- Prior service in the Visiting Assistant Professor title will be credited under the "eight-year" rule (**APM 133**).
- Sabbatical leave credit will be accrued as described in **APM 740-11-b**.