
3033: APPOINTMENT

A. APPOINTMENT AND REAPPOINTMENT

The same criteria and standards of excellence for the Professor series apply to the Visiting Professor series. For general appointment processes and guidelines, please refer to **MAPP 2013**, taking into consideration the exceptions and additions listed below.

1. DEAN'S RECOMMENDATION LETTER

The Dean's Recommendation Letter should articulate specific justification for each appointment in order to gain the approval of the EVC/Provost. Towards that goal, the letters should address the following:

- The quality of the candidate and her/his specific ability to contribute to the department, the program, and/or the campus;
- The value added to the program/department mission not presently afforded by the ladder-rank and other faculty;
- If the recommendation is without salary and the proposed percentage of time of the appointment;
- The appropriate funding source;
- The beginning and specific ending date of the appointment;
- The specific assignment of duties and responsibilities, which must include teaching and research. Subsequent evaluations of the candidate shall be based upon the candidate's specific assignment and be consistent with **APM 230**;
- The specific appropriateness of the candidate's abilities and background with respect to the assigned duties and responsibilities.

2. APPOINTMENT LETTER

The Appointment or Reappointment Letter must indicate the ending date of the appointment and include the following text:

University policy requires that you be informed of the following: appointments to the title of Visiting Professor are self-terminating (no further notice of non-reappointment will be forthcoming) and do not create an obligation on the part of the University to either extend or renew the appointment.