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## 3033: APPOINTMENT

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### 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.*