

## VISITING PROFESSOR SERIES

### Definition

- One who has held a faculty position at, or is on leave or retired from, an academic institution
- One whose research, creative activities, or professional achievement make a Visiting appointment appropriate

### Service Requirement

- An appointee appointed 100% time must have teaching responsibilities equivalent to those of a regular Professorial appointee in the department

### Search

- Please reference the UCLA, [Faculty Diversity and Development](#) website. For further assistance with searches and recruitment, please see the CALL ([Appendix 22](#), and [Appendix 23](#))

### General Information

- There is a 24 month limit on Visiting appointments (with an exception for an additional 12 months which requires VC approval)
  - If the candidate was in a visiting title previously but had a break in service of 12 months or more, please submit paperwork required for a new appointment counting the previous service
- For all ranks the term of service is one year or less
  - Visiting appointments may be for one quarter, two quarters or for the academic year
- The year(s) of service as a Visiting Assistant Professor (at any UC , any percent time) counts towards the Eight-Year Limit
- Salary rates are taken from [Table 39](#), Academic Standard Table of Pay Rates, are not subject to range adjustment and do not have “steps”
- Eligible for Summer Salary. Please view the APO web site for [Summer Policy Guidelines and Instructions for Computation of Payments](#)
  - The appointee is required to hold a nine-month appointment during the academic year to qualify for 1/9 pay status
- For additional information, refer to the CALL-[Visiting Professor Series](#)

### Submitting the Action – Appointments

Please submit **original** for Dean’s final and **original and 1 copy** for VC final to Luskin:

- ☐ The Visiting Professor Appointment/Reappointment form
  - Period of appointment on the form must be within one academic year
  - Below are instructions and information that may assist in completing the form

Visiting Professor - Academic Year Appointment (9/12)			
Quarter/Effective Dates		Title Codes/Titles	
Quarter	Effective Dates	Title Code	Title
Fall	July 1 to Oct 31	1308	Visiting Asst Professor
Winter	Nov 1 to Feb 28 (29)	1208	Visiting Assoc Professor
Spring	Mar 1 to Jun 30	1108	Visiting Professor

Visiting Professor - 1 to 2 Quarter(s) Appointment (9/9)			
Quarter/Effective Dates		Title Codes/Titles	
Quarter	Effective Dates	Title Code	Title
Fall	Oct 1 to Dec 31	1308	Visiting Asst Professor
Winter	Jan 1 to Mar 31	1208	Visiting Assoc Professor
Spring	Apr 1 to Jun 30	1108	Visiting Professor

- Indicate begin and end date of the appointment, and the percent of time per quarter
- Indicate the FAU that will be used to fund the appointment (required even when without salary)
- List title of course(s) for each quarter (if applicable). Departments should have their own set of course workload guidelines.
  - If teaching on a voluntary basis (without compensation), please be sure to indicate the teaching information on the form as it documents his/her duties.
- Check the appropriate box for:
  - Is individual currently employed by another UC or California institution? If so, please notate the institution name and percent of time in the sections provided.
  - If candidate is on leave from another institution include a copy of the letter from the Chair of the home department acknowledging that s/he is aware the candidate will be appointed as a Visiting Professor at UCLA

☐ A letter from the Chair to the Vice Chancellor for exceptions (see below)

☐ Copy of the Chair's Appointment Letter addressed to the candidate (See [sample letter](#)), sent to the candidate after the Dean has approved the appointment

- Letter must include the *ipso facto* statement:

- "This appointment is for a specific term, with an ending date as herein set forth, and is not for a longer period unless express written notification is so given to the appointee. In the absence of such notification, the appointment *ipso facto* terminates on the designated ending date."

☐ [History Record](#), to include the proposed action

☐ CV

☐ UC Recruit Search Report (up to and including the Applicant disposition sections)

**Vice Chancellor's final:**

- Proposed salary that exceeds the Dean's authority
  - A Visiting Assistant Professor with a proposed salary that exceeds the Academic Year, on-scale salary of Associate Professor, Step I
  - A Visiting Associate Professor with a proposed salary that exceeds the Academic Year, on-scale salary of Professor, Step I
  - A Visiting Professor with a proposed salary that exceeds the Academic Year, on-scale salary of Professor, Step IX
- Action is retroactive

**Contents of Letter:**

- Addressed to the Vice Chancellor
  - First paragraph please include: title, salary, title of course(s) for each quarter (if applicable, based on the department's own set of course workload guidelines), percent of time and proposed period (must be within one academic year)
- Subsequent paragraph(s) please include:
  - If the candidate is on leave from another institution (name the institution) and if that institution is aware that the candidate will be teaching or appointed at UCLA
  - Outline candidate's duties
  - Provide justification for salary level and/or retroactivity

- Include signature line for the Dean with the statement, “I support this request.”

### **Submitting the Action – Reappointments**

Please submit the following to Luskin:

- ☐ Original Visiting Professor Appointment/Reappointment Form
- ☐ Copy of Appointment letter (provided to candidate after approval)
- ☐ Updated History Record

For Revisions, submit only the Original Renewal Form with “Revision” written in the top right corner and indicate change in the “Additional Comments” section (i.e. changing from wos to salaried appointment effective <date>).

### Routing and Approval

The Luskin analyst will inspect the documents then forward to the Dean for review. Upon his/her recommendation, the request will be forwarded to APO, if necessary. Once approved, the Luskin analyst will follow internal protocol and notify the department.