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

<table>
<thead>
<tr>
<th>Visiting Professor - Academic Year Appointment (9/12)</th>
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<tbody>
<tr>
<td>Quarter/Effective Dates</td>
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<tr>
<td>Quarter</td>
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<td>Fall</td>
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<td>Winter</td>
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<td>Spring</td>
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### Visiting Professor - 1 to 2 Quarter(s) Appointment (9/9)

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Effective Dates</th>
<th>Title Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Oct 1 to Dec 31</td>
<td>1308</td>
<td>Visiting Asst Professor</td>
</tr>
<tr>
<td>Winter</td>
<td>Jan 1 to Mar 31</td>
<td>1208</td>
<td>Visiting Assoc Professor</td>
</tr>
<tr>
<td>Spring</td>
<td>Apr 1 to Jun 30</td>
<td>1108</td>
<td>Visiting Professor</td>
</tr>
</tbody>
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- 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.