

Policy on Visiting Faculty Appointments

ACADEMIC AND FACULTY AFFAIRS

Effective Date: March
18, 2013

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2017

Supersedes: N/A

Related Policies:
Faculty Handbook

**Responsible
Office/Department:**
Office of the Provost

Keywords: Visiting
faculty, temporary
faculty appointment

I. Purpose and Scope

Visiting faculty appointments allow the University to benefit temporarily from the expertise or special skills of individuals (typically faculty at other institutions) who wish to take a leave or other hiatus from their home institution or other employer, or who may be retired or have no current employer.

II. Definitions

None

III. Policy

Visiting faculty appointments (full or part-time, paid or unpaid) are fixed-term appointments for at least one full academic quarter/semester and are usually renewable for an additional academic year. Exceptions to the two-year limit must be approved in advance of renewal or hire by the Office of the Provost via a request in writing with a rationale for the request.

Visiting faculty appointments are exempt from the University's employment posting requirements and related affirmative action procedures. However, the University will not waive posting requirements for visiting faculty who seek continuing employment with the University after the visiting assignment ends. If a tenure-track position becomes available in the unit sponsoring the visiting appointment, the visitor may apply for the position. The unit must conduct a broad, national search, and if it seeks to appoint the visitor to the vacant faculty position, it must be able to demonstrate to the satisfaction of the Provost and the Office of Institutional Diversity and Inclusion both the sufficiency of the search and that the visitor is the best

candidate for the appointment. All appointment offers extended to visiting faculty members must notify the visiting faculty member that his/her time of service as a visiting faculty member will not count in any future tenure consideration.

The terms and conditions of the visiting appointment will be detailed in an appointment letter. Visiting faculty who receive benefits-eligible appointments will be eligible for Northeastern's employee benefits if the visitor cannot continue to receive benefits from their home institution/employer or through another source (spouse/partner).

If a visiting position is to be extended to a foreign national who needs an H1N, TN, or O employment-based visa, the hiring authority must confer with the Office of the General Counsel at the outset of the hiring process and at least 3 months prior to the start date. Additional time may be needed for visa processing. *Any prospective employee in need of work authorization cannot begin employment until the work authorization is approved.*

Visiting Classifications

Visiting Professor (Assistant, Associate, Full). This category is reserved for individuals who currently hold academic rank elsewhere (or who have recently retired and hold academic rank emeritus), who hold academic credentials appropriate to the academic rank assigned, and who will be engaged in a combination of research and/or teaching commensurate with that of the comparable professorial ranks of continuing faculty at Northeastern. These appointments (including renewals) should not exceed two academic years.

Visiting Clinical Professor (Assistant, Associate, Full) and Visiting Academic Specialist (Assistant, Associate, Senior). These categories are reserved for individuals who currently hold an academic or clinical appointment elsewhere (or who have recently retired from such an appointment), who hold a terminal degree and academic credentials appropriate to the academic rank assigned, and who will be engaged in a combination of research and/or teaching commensurate with that of the comparable ranks of continuing faculty at Northeastern. These appointments (including renewals) should not exceed two academic years.

Visiting Scientist/Scholar/Artist. This category is reserved for individuals who do not hold academic rank elsewhere, who hold a terminal degree and academic credentials as

appropriate to a full-time faculty appointment, and who will be engaged in a combination of research and/or teaching as determined by the unit. These appointments (including renewals) should not exceed two academic years.

Visiting Research Professor. This category is reserved for individuals who have the experience and credentials appropriate to the academic rank assigned, and who will be engaged solely in research activities that may be funded by external sources. These appointments should not exceed two years.

IV. Additional Information

Approved by the Provost on March 18, 2013.

V. Contact Information

Vice Provost for Academic Affairs (617) 373-2170