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

Requirements
- An appointee appointed 100% time must have teaching responsibilities equivalent to those of a regular Professorial appointee in the department
- The candidate is required to fulfill the teaching and service requirements as assigned by the department. In addition, research activity, within the field, is expected to continue for the duration of this position.

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
- For all ranks, 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
  - 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 the College APO:

☐ 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>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>Fall</td>
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<td>Winter</td>
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<tr>
<td>Spring</td>
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### Visiting Professor - 1 to 2 Quarter(s) Appointment (9/9)

<table>
<thead>
<tr>
<th>Quarter/Effective Dates</th>
<th>Title Codes/Title</th>
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</thead>
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</tr>
<tr>
<td>Fall</td>
<td>Oct 1 to Dec 31</td>
</tr>
<tr>
<td>Winter</td>
<td>Jan 1 to Mar 31</td>
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<td>Spring</td>
<td>Apr 1 to Jun 30</td>
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</tbody>
</table>

- 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.
  - A letter from the home department chair acknowledging candidate will be appointed in the visiting series must be kept in departmental file (a copy of the letter may be requested at a future date)

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

☐ Copy of the Appointment Letter addressed to the candidate (see sample letter), sent to the candidate after the Dean has approved the appointment
  - Letter must include:
    - Statement of teaching, research, and service: “You are required to fulfill the teaching and service requirements as assigned by the department. In addition, your research activity, within your field, is expected to continue for the duration of this position.”
    - 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 the College APO:
- Original Visiting Professor Appointment/Reappointment Form
- Copy of the Appointment Letter addressed to the candidate (see sample letter), sent to the candidate after the Dean has approved the appointment
  - Letter must include:
    - Statement of teaching, research, and service: “You are required to fulfill the teaching and service requirements as assigned by the department. In addition, your research activity, within your field, is expected to continue for the duration of this position.”
    - 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.”
- 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 College APO 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 College APO analyst will follow internal protocol and notify the department.

EDB Update

When approval is received follow the steps in the EDB manual, C2.0 Academic Actions – Appointment Process. Since employees in this series are usually paid from Sub 2, these transactions are not subject to the College fiscal close “freeze” periods and can be added to the EDB when approvals are received.