
Chapter: Human Resources

Modification No. 001

Subject: **Distinguished Visiting Professor**

The Board of Trustees authorizes the academic rank title of "Distinguished Visiting Professor." The establishment of such a professorship classification is designed to attract to the College some very distinguished scientists, humanists, performing artists, and others by offering them a temporary short-term appointment with the College.

Board Approval: September 21, 1987.

Chapter: Personnel

Modification No. 002Subject: **Distinguished Visiting Professor**

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- I. No later than the beginning of the second semester of each academic year, each provost shall convene a committee consisting of the provost, an academic administrator, and the department chairpersons, or other faculty member. The purpose of the meeting shall be to determine, in priority order, the most advantageous use of a distinguished visiting professor for the campus for the following year.
 - II. Following the development of the above priority listing, advertisements will be placed and announcements will be made seeking nominations for the distinguished visiting professor. A positive effort will be made to attract qualified minority, female, and handicapped persons, as well as others who may be qualified. The provost shall compile an appropriate roster of names for consideration for the first priority need from those nominated and those who apply. The criteria to be considered in the development of the list include:
 - A. Demonstrably distinguished in the field of specialization identified.
 - B. Capable of contributing to the overall development of the campus through classroom activities, seminars, workshops, forums, public lectures, consultation (within the campus), etc.
 - C. Available for full-time service to the College during the term of appointment.
 - III. The provost, with whatever consultation he/she deems necessary and appropriate, shall then select, from the list prepared, three individuals in priority order who in his/her judgment are most qualified for appointment to the rank of distinguished visiting professor. These names will then be forwarded for consideration to the President.
 - IV. If approval is granted, the provost may then extend the invitation to the individual with the highest priority to accept the post. If the first priority cannot accept, then the provost may extend the invitation to the second priority person on the list, etc.
 - V. Because it is anticipated that invitations to the post of distinguished visiting professor will be extended only to persons of distinction, and because the post shall carry the rank of distinguished visiting professor which shall be considered as equal to the rank of professor, the salary offered must be appropriate. Therefore, the normal procedures for initial salary placement may not be applicable. The entire range of the faculty salary schedule shall be available for placement of a distinguished visiting professor. Placement shall consider such facts as reputation (national, regional, statewide, etc.), past teaching experience and its reputation for excellence, quality experience in other than teaching posts, publications, research, etc. The recommendation regarding the salary to be offered shall accompany the provost's priority list of names submitted to the President. This recommendation shall indicate the rationale for the salary suggested.

- VI. Each distinguished visiting professor shall be assigned to the department or other office of the campus where the need has been identified and approved. The assignment shall be for 20 ESH each semester of the appointment. This assignment need not, however, be a full 20 ESH of classroom teaching; rather, it may include special project assignment such as curriculum development, the conduct of in-service professional development activities for College and/or campus personnel, the preparation and conduct of workshops, seminars, forums, lectures, etc. at the College for the community and/or students and/or College or campus personnel. This assignment of special projects, etc. should not exceed 50 to 60 percent of the load assignment; thus, at least 40 to 50 percent of the assignment would be in the classroom.

Administrative Approval: September 21, 1987; September 27, 1990.