

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM: All Holders of Mississippi State University Academic
TO: Operating Policy and Procedure Manual

DATE: June 18, 1997

SUBJECT: AOP 13.22 - Guidelines for Adjunct Faculty,
Visiting Faculty, Visiting Scholars/Scientists
and Visiting Executive Appointments

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars/ Scientists and Visiting Executive Appointments.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE

Utilization of talents and expertise of scholars and executives from external organizations greatly enhances the ability of a university to conduct its teaching, research and service missions. Access to highly qualified people who complement the skills of university faculty, staff and administrators is a cost-effective way of enhancing programs. There are four types of external appointments: Adjunct Faculty, Visiting Faculty, Visiting Scholar/Scientist and Visiting Executives. All individuals invited to campus as a visitor or in any of the above capacities must abide by applicable university policies. Additionally, those individuals invited to campus by means of a formal external appointment to participate in and perform in research/scholarly activities at the university as a collaborator must have a written agreement in place. Each initiating Department, unit or College must have written guidelines for the appointment of Adjunct Faculty, Visiting Faculty, Visiting Scholars/ Scientists and Visiting Executives prior to engaging in such programs.

Adjunct Faculty appointments are courtesy appointments awarded to individuals who do not currently hold a faculty position in the department or unit, but who are qualified for an academic appointment and have the potential to contribute to the mission of the unit. These appointments may be external or internal to MSU. Adjunct faculty are not reflected in the budget of the appointing unit and are typically not

remunerated for services. Appointments are initiated at the department or unit level, and submitted to the college dean for approval. There should be a fixed term of appointment of three or less years with the possibility for reappointment. If approved, the dean will inform the initiating department and the Provost of the appointment. The Provost will inform the Department of Human Resources Management. Adjunct faculty, unless otherwise employed in the university, are not employees and are not entitled to employee benefits; they may be provided access to university facilities, but this will depend upon circumstances related to the appointment and will be specified at the time of appointment. Responsibilities are usually less than those associated with a Visiting Faculty position.

Visiting Faculty are employed by the University as a means of accommodating a particular temporary need in instruction, research, or other professional activities of the unit in which they are appointed. Appointments are initiated at the department, unit, or college level where the person will teach, assist with the conduct of research, or provide a professional service and are submitted to the usual levels of approval for university employment. Such appointments are active for a specified period of time, not expected to exceed one year, and may not exceed a maximum cumulative appointment of two years.

Visiting Scholar/Scientists appointments are based upon an individual's possession of knowledge and experience in a given field considered complementary to the ongoing efforts of the unit. The expected time of service ranges from a few weeks to one year. Visiting Scholars/Scientists are not employees and are not entitled to employee benefits, although arrangements may include limited funds for expenses such as travel, supplies, etc. Appointments for Visiting Scholars/Scientists may be initiated by an academic department, college or other unit of the University. Approval of the appointment by the appropriate Vice President and, if applicable the initiating college Dean or unit Director is required; the appointment letter should specify the expected duration of participation by the Visiting Scholar/Scientist and other special conditions. Notification of the President is required. The title of the appointment may carry the identity of the sponsoring unit.

Visiting Executive status is offered to individuals with exceptional leadership and management experience from education, government, business or industry whose appointment is considered beneficial to the University. Appointees are normally expected to serve for one year, but the appointment may be renewed by mutual agreement. Visiting executives are not employees and are not entitled to employee benefits, although arrangements may include limited funds for expenses such as travel, supplies, etc. Appointments may be initiated by an academic department, college or other unit of the University. Approval of the appointment by the appropriate Vice President and, if applicable the initiating college Dean or unit Director is required; the appointment letter should specify the expected duration of participation by the Visiting Executive and other special conditions. Notification of the President is required. The title of the appointment may carry the identity of the sponsoring unit.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2018

APPROVED BY:

/s/ Peter L. Ryan 01/12/2015
Associate Provost for Academic Affairs Date

/s/ Jerome A. Gilbert 01/14/2015
Provost and Executive Vice President Date

/s/ Randolph F. Follett 01/27/15
President, Robert Holland Faculty Senate Date

REVIEWED BY:

/s/ Timothy N. Chamblee 02/13/2015
Assistant Vice President and Director
Institutional Research and Effectiveness Date

/s/ Joan Lucas 02/24/2015
General Counsel Date

APPROVED BY:

/s/ Mark Keenum 03/06/2015
President Date