



AOP 13.22: GUIDELINES FOR ADJUNCT FACULTY,-VISITING FACULTY, VISITING SCHOLAR 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.

POLICY/PROCEDURE

Utilization of talents and expertise of qualified people 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 these missions. 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 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 may or may not be 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 years or less 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. Appointments for Visiting Scholars/Scientists may be initiated by an academic department, college or other unit of the University. Approval of the appointment is required by the MSU collaborator, Department Head, Director (if applicable), Dean, and the appropriate Vice President. Requests must be justified on the basis to benefit MSU. The expected time of service ranges from two weeks to one year. An extension beyond one year must be approved by the Dean, Department Head, Director (if applicable), and appropriate Vice President, and will be granted only for compelling circumstances. Visiting Scholars/Scientists are not employees and are not entitled to employee benefits. A department may elect to provide a stipend to defray the cost associated with the Visiting Scholar/Scientist's collaboration with the University, but the Visiting Scholar/Scientist should not be paid as an intermittent worker. 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.

REVIEW

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

REVIEWED:

/s/ Peter Ryan 4/26/21
Executive Vice Provost for Academic Affairs Date

/s/ David Shaw 4/26/21
Provost and Executive Vice President Date

/s/ Rebecca Robichaux-Davis 4/26/21
President, Robert Holland Faculty Senate Date

/s/ Tracey Baham 4/26/21
Director, Institutional Research and Effectiveness Date

/s/ Joan Lucas 4/26/21
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 4/26/21
President Date