

1 **Guidelines for the Administration of the Distinguished Visiting Faculty Professors**
2 **Program APPOINTMENTS**

3 (Senate: 2/3/76, 4/18/78, 11/6/84; President: 2/6/76, 4/26/78, 1/25/85; Editorial Amendment:
4 9/00, 8/01)

5 Distinguished Visiting Professor FACULTY appointments ARE FULL-TIME
6 APPOINTMENTS FOR UP TO ONE (1) ACADEMIC YEAR. INDIVIDUALS APPOINTED
7 INTO THIS CLASSIFICATION SHALL NOT BE ELIGIBLE FOR A SUBSEQUENT
8 VISITING APPOINTMENT. shall be for one term of the home institution or for one quarter for
9 visitors who do not come from academic institutions and shall be funded from the university's
10 allocation. Distinguished visiting professor positions will be allocated to the colleges on a
11 rotational basis. Colleges will devise their own selection procedures, subject to the approval of
12 the Provost and Vice President for Academic Affairs. Every department/division/school will be
13 permitted to nominate and the dean will approve nominees in consultation with a college-level
14 faculty committee. No nominee would be contacted prior to this final review process. Offers of
15 appointment will be approved by the President. Beyond the expected criteria of scholarly
16 distinction and excellence of teaching, preferred nominees are those with strong interdisciplinary
17 interests, especially of a broad humanistic nature. As in normal faculty recruitment, an intensive
18 effort should be made to identify appropriate minority and female candidates. Colleges may
19 recruit more than one year in advance of the anticipated appointment.

20 Academic nominees normally should hold the rank of professor at their home institutions, and
21 should be appointed to top step professorships at this campus. Nominees from other fields (e.g.,
22 government, industry) should have comparable professional maturity. Appointments for more
23 than one term may be funded out of the college's allocation. VISITING FACULTY CARRY NO
24 ACADEMIC RANK AND THE TITLE "VISITING PROFESSOR" MAY BE USED FOR
25 THIS APPOINTMENT. ANY VARIATIONS OF THIS TITLE MUST BE APPROVED BY
26 THE PRESIDENT PRIOR TO THE BEGINNING OF THE APPOINTMENT.

27 THE REQUEST FOR A VISITING PROFESSOR POSITION MAY BE INITIATED BY A
28 DEPARTMENT/DIVISION/SCHOOL OR PROGRAM. FACULTY SHALL BE INVOLVED
29 IN THE RECRUITMENT AND HIRING PROCESS, WHICH WILL REQUIRE AN ELECTED
30 COMMITTEE OF TENURED FACULTY. PROBATIONARY FACULTY MAY BE
31 MEMBERS OF SUCH A COMMITTEE WITH THE PERMISSION OF THE PRESIDENT. AS
32 IN NORMAL FACULTY RECRUITMENT, AN INTENSIVE EFFORT SHOULD BE MADE
33 TO RECRUIT UNDERREPRESENTED CANDIDATES. THE HIRING OF VISITING
34 FACULTY SHALL NOT RESULT IN THE DISPLACEMENT OR TIME BASE REDUCTION
35 OF AN INCUMBENT TEMPORARY FACULTY UNIT EMPLOYEE AS REFLECTED IN
36 THE ORDER OF WORK IN PROVISION 12.29 OF THE UNIT 3 COLLECTIVE
37 BARGAINING AGREEMENT BETWEEN THE CALIFORNIA FACULTY ASSOCIATION
38 AND THE CALIFORNIA STATE UNIVERSITY.

39 Each Distinguished Visiting Professor will be required to carry a minimal course (approximately
40 4-unit) load, plus a limited amount of supervised study with superior students selected by the

41 department/division/school; be encouraged to participate in Honors programs and to offer
42 seminars or pro-seminars of interdisciplinary interest; and be asked to file a written report of
43 experiences and recommendations to the campus. Obviously, slight workload variations are
44 possible. OFFERS OF APPOINTMENT AND SALARY RECOMMENDATIONS BY THE
45 COLLEGE DEAN MUST BE APPROVED BY THE PRESIDENT. ASSIGNMENT OF
46 WORKLOAD WILL BE AT THE DISCRETION OF THE DEAN IN CONSULTATION WITH
47 THE DEPARTMENT/DIVISION CHAIR OR SCHOOL DIRECTOR AND THE VISITING
48 FACULTY MEMBER.

49 EFFECTIVE WITH ACADEMIC YEAR 2006/2007, THE NUMBER OF EMPLOYEES IN
50 THE VISITING FACULTY CLASSIFICATION CODE SHALL NOT EXCEED ONE
51 HUNDRED TWENTY-FIVE (125) FULL TIME EQUIVALENT FACULTY (FTEF)
52 SYSTEMWIDE.

53 THE USE OF THE VISITING FACULTY CLASS CODE SHALL EXPIRE AT THE END OF
54 EACH SUBSEQUENT COLLECTIVE BARGAINING AGREEMENT BETWEEN CFA AND
55 THE CSU AND SHALL BE SUBJECT TO RE-NEGOTIATION DURING NEGOTIATIONS
56 FOR A SUCCESSOR AGREEMENT.

57 Each Distinguished Visiting Professor will be asked to address the campus community once
58 during his or her residency. Additional opportunities may be sought for them to deliver addresses
59 supported by honoraria, on this campus and elsewhere.

Visiting Faculty Appointments

(Senate: 2/3/76, 4/18/78, 11/6/84; President: 2/6/76, 4/26/78, 1/25/85; Editorial Amendment: 9/00, 8/01)

Visiting faculty appointments are full-time appointments for up to one (1) academic year. Individuals appointed into this classification shall not be eligible for a subsequent visiting appointment.

Visiting faculty carry no academic rank and the title “visiting professor” may be used for this appointment. Any variations of this title must be approved by the President prior to the beginning of the appointment.

The request for a visiting professor position may be initiated by a department/division/school or program. Faculty shall be involved in the recruitment and hiring process, which will require an elected committee of tenured faculty. Probationary faculty may be members of such a committee with the permission of the President. As in normal faculty recruitment, an intensive effort should be made to recruit underrepresented candidates. The hiring of visiting faculty shall not result in the displacement or time base reduction of an incumbent temporary faculty unit employee as reflected in the order of work in provision 12.29 of the Unit 3 Collective Bargaining Agreement between the California Faculty Association and the California State University.

Offers of appointment and salary recommendations by the college dean must be approved by the president. Assignment of workload will be at the discretion of the dean in consultation with the department/division chair or school director and the visiting faculty member.

Effective with academic year 2006/2007, the number of employees in the visiting faculty classification code shall not exceed one hundred twenty-five (125) full time equivalent faculty (FTEF) systemwide.

The use of the visiting faculty class code shall expire at the end of each subsequent Collective Bargaining Agreement between CFA and the CSU and shall be subject to re-negotiation during negotiations for a successor agreement.