

# VISITING PROFESSOR Appointment Dossier CHECKLIST

The Visiting Professor title "is used to designate one who either has held a faculty position at, or is on leave or retired from, an academic institution; or whose research, creative activities, or professional achievement make a Visiting appointment appropriate." [The CALL, Visiting Professor Series](#). Visiting professors may be hired for one quarter, two quarters, or for an entire academic year.

**IMPORTANT NOTES:** Restrictions on service. May be appointed for a maximum of six (6) quarters of consecutive service. 8 Year Limit – When combined with titles subject to an Eight-Year Limit Review, all service in this series is counted toward the Eight-Year Limit review.

Not a US citizen; visa issues. The department should contact the Office of International Students and Scholars (OISS) for answers to questions about visa status, employment restrictions and requirements.

Summer salary. Eligible for summer ninths if year-long appointment (July 1 through June 30).

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**Faculty Name:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_ **Date submitted to the Dean** \_\_\_\_\_

DOCUMENTS	COMMENTS/NOTES
<input type="checkbox"/> <a href="#">Recruitment Selection Data &amp; Compliance Form</a>	Recruitment searches must be conducted to select the best-qualified person for the Assistant Professor position advertised. Copies of Advertisements must be attached to the form. ( <a href="#">Appendix 22</a> ) Guidelines on Recruitment. ( <a href="#">Appendix 23</a> ) Guidelines on Faculty Searches and Exception (Waivers) to searches.
<input type="checkbox"/> <a href="#">Temporary Appointment Cover Sheet</a>	This form must be completed for all appointments and reappointments
<input type="checkbox"/> <b>Chair's Letter</b>	A letter from the Chair to the Dean to request appointment (Include effective dates, salary (from <a href="#">Academic Standard Table of Pay Rates 1</a> and <a href="#">Academic Standard Table of Pay Rates 2</a> ) and funding source (FAU)).
<input type="checkbox"/> <b>Updated CV</b>	candidate's current CV