

Appointment of Visiting and Temporary Faculty

Definition of “Visiting” and “Temporary”

The “Visiting” and “Temporary” prefixes are used to designate those who either have held a faculty position at, or are on leave or retired from, an academic institution; or whose research, creative activities, or professional achievement make a Visiting or Temporary appointment appropriate. When a title (Assistant, Associate, Full) with the Visiting or Temporary prefix is assigned to a faculty member on leave or retired from another educational institution, the title will usually be the same as the individual’s title at the home institution except when connotations differ (e.g., Reader or Tutor in a British University).

The distinction between the two types of appointments lies in the term of service. Visiting appointments are for a fixed period, normally not to exceed one academic year. In special circumstances, with approval of the Dean and VPAA, visiting appointments may be renewed for a second academic year. Temporary appointments are also for a fixed period not to exceed one academic year, but they may be renewed indefinitely if there is continued demand for the position, the employee’s work has been satisfactory, and the Dean and VPAA have approved the reappointment. Renewal of temporary faculty appointments require a “Notice of Appointment” form (Payroll) and a “Letter of Understanding” (A&S).

Position Description Form

Visiting and Temporary appointees (full-time and part-time) are required to have a Non-Tenure Track Academic Staff Position Description Form (A&S). This should be endorsed by the department chair and forwarded to the College office no later than the beginning of the fourth week of employment.

Tenure

Visiting and Temporary positions are not tenure-eligible.

Teaching Requirements

All full-time and part-time visiting or temporary salaried appointments must have teaching responsibilities approved by the Dean. Normally these individuals are required to assume a full course load.

Compensation

Individuals appointed as “visiting” or “temporary” are compensated on a negotiated basis. Determination of rate is based, in part, on the individual’s regular salary or professional income and may take into account the special expenses incurred in a short-term appointment. The rate paid under the Visiting or Temporary title should not therefore be regarded as necessarily appropriate in the event regular appointment is subsequently offered.

Travel expenses of Visiting or Temporary appointees are not to be incorporated in the salary and reimbursement of such expenses should be made in accordance with University policy. The College does not pay moving or travel expenses for Visiting or Temporary faculty, but the Department may support these costs. If the Department reimburses travel or moving expenses, details must be outlined in the letter of understanding and the authorization for moving expense reimbursement (Accounting Services) must accompany the formal offer.

Evaluation

State Board policy requires that all benefited employees (i.e., those with a half-time appointment or above for a period in excess of five months) regardless of rank or tenure status be evaluated annually. Beyond that, UND policy requires that all instructors (full-time and part-time) be evaluated annually. Departments should complete these evaluations using the Non-Tenure Track Academic Staff Evaluation Form (A&S), in conjunction with the Teaching Evaluation Documentation Worksheet (A&S), and in accordance with the College Guidelines on Teaching Evaluation (A&S) and the specific duties of the position as indicated on the Non-Tenure Track Academic Staff Position Description Form (A&S). The criteria for evaluation of a candidate for appointment with a Visiting or Temporary title shall be the same as for the corresponding regular title, but with reasonable flexibility in application of those criteria because the appointment is temporary.