



IUPUI

OFFICE OF ACADEMIC AFFAIRS

Information about Visiting Faculty Positions

At IUPUI, full time academic appointees may hold a “visiting” position.

- The “visiting” status may modify any instructional category, e.g., “visiting assistant professor” or “visiting clinical associate professor” or “visiting lecturer.”
- Visiting appointees should have the title that corresponds to their academic qualifications.
- An appointment as a visiting faculty member does not confer any entitlement to any other position, nor to special consideration for any opening. If a non-visiting position becomes open, it must have a regular search or obtain a search waiver from the Office of Employment Opportunity.

“Visiting” is not the same as “acting” or “interim.”

- The title “acting assistant professor” may be used by someone hired in a tenure track position who starts before the completion of their terminal degree; the title changes to “assistant professor” on receipt of the degree confirmation.
- “Interim” is used only for administrative positions such as dean, chair, or director.

Hiring Decisions

Consult the document, FA Guidance-Visiting Faculty as of Jan 2022. Some visiting positions need a search; all visiting positions need their offer letters approved by OAA.

Time limits

- A visiting appointment is generally for **one year**.
- A **second year** may be approved by the unit.
- In extraordinary circumstances, an extension into a **third year** may be authorized, upon request to OAA. Some examples include restrictions on hiring due to COVID, or fiscal emergency within the unit.
- People may not move from one visiting appointment to another in order to avoid length of time restrictions. Someone in one visiting position may be hired in another visiting position only if there has been an open search for that position and it represents a distinctly different set of duties.
- If a person in a visiting position is hired (after a search) in a non-visiting position, their unit should determine at the time of hiring whether the visiting time will count as time-in-rank; normally it does not.

Benefits

- Visiting faculty in 10-month positions have the same campus breaks as other 10-month faculty. They are entitled to 3 weeks informal sick leave, and 6 weeks (fully paid) plus 9 weeks half pay for serious medical leave for their own medical needs, per calendar year, when appropriately documented. Pregnant visiting faculty are eligible for medical leave.
- Visiting faculty in 12-month positions are eligible for 22 days of vacation per calendar year, prorated by the portion of the year they are appointed for. Vacation days cannot be carried over from one year to the next and cannot be paid in cash.

For questions related to faculty affairs, please contact the
IUPUI Office of Academic Affairs team at acadhr@iupui.edu



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- Visiting faculty are **not eligible for any paid family support leave or parental leave**. They are eligible for 12 weeks of unpaid family support or parental leave. The original end date for the visiting appointment remains and is not extended by any leave.

Governance

- Visiting faculty members do not have voting status in the IUPUI Faculty Council or the University Faculty Council. Schools and departments may choose to grant them voting rights if this meets school or department needs.
- Visiting faculty members have the right to pursue grievances in their schools and at the campus level.
- In general, visiting faculty are not invited to “new faculty” events, but they are welcome to attend general promotion and tenure workshops and other forms of professional development.

Restrictions/Obligations

- Visiting faculty have the same expectations as all full-time faculty with regard to conflicts of interest and commitment.
- While in a full time IU position, visiting faculty may not teach for any other university, nor do research or other activities which are part of their IU responsibilities.