



IUPUI

OFFICE OF ACADEMIC AFFAIRS

Visiting Appointments

Brief notes:

- Must have qualifications appropriate to the type of position which “visiting” modifies.
- Are not eligible for family leave (are eligible for medical leave for pregnancy).
- Appointment lasts a maximum of 2 years + 1 if approved by OAA. **During the COVID emergency, more extensions are possible.**
- May not vote in faculty governance.
- May be a PI if the dean and research office approve and there is a MOU about the permission.

“Acting” is used for a temporary time at the end of which the person in that role is expected to have the appropriate qualifications, e.g. the terminal degree.

Procedure:

- Visiting faculty may be hired by units without OAA review and without a search.
- A search must be conducted for a permanent (non-visiting) appointment. If you anticipate that the position may become permanent, you may conduct the search for the visiting position (note in the ad that the position may become, but is not guaranteed to become, permanent) and then request to waive a search for a permanent hire.
- Someone may move from one visiting position to another ONLY if there is a full SEARCH for that new position and the new position is DIFFERENT from what they previously held: that is, they are applying for a totally new role at IUPUI.

More notes:

- Required qualifications

Code	Title	Qualifications
CV1, 2, 3	Visiting Clinical Professor, associate, assistant	Terminal or other appropriate degree plus professional qualifications as parallel to clinical appointment
LV1, 2, 3, 4	Visiting Librarian, associate, assistant, affiliate	MLS degree; for higher ranks, substantial professional experience and accomplishments
FV1, 2, 3	Visiting Professor, associate, assistant	Terminal degree; for higher ranks, substantial record.
FV5	Visiting Lecturer	Graduate degree/credits appropriate to teaching duties
FV6	Visiting Scholar	Ph.D., ability to conduct independent research
FV8	Visiting Research Associate	Masters, ability to assist in research
FVP	Visiting Professor of Practice	Substantial field experience
Not used:	Visiting Clinical Instructor, Visiting Clinical Lecturer, Visiting Instructor <i>no code exists for visiting senior lecturer</i>	

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



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- Family leave

People in visiting positions are not eligible for IU paid family leave. Under federal law, they may take unpaid leaves of absence, and if they are pregnant, can have medical leave.

- Length of appointment

A normal visiting appointment is for one year. A unit may extend that to two years. OAA permission is needed for a third year. Permission for a third year needs a strong case. When a visiting faculty member enters their second year (or earlier), a plan should be developed for a search.

- Faculty governance/authority

If visiting faculty will be working on special projects such as curriculum development, a permanent faculty member, preferably tenure-track, must manage the faculty governance aspects (e.g. approval by curriculum committees).

- May be a PI if the dean and research office approve and there is a MOU about the permission.

MOU should specify contingencies about how the grant will proceed if the person no longer is at IUPUI.

Policy Language

In the IUPUI Faculty Guide, the only instances of “visiting” are in connection to “visiting community associate” (a non-employee), to visa status, and to family leave eligibility (“visiting...not eligible.”)

In IU Policies:

ACA-14 Classification of Academic Appointments

“The terms, “acting,” “visiting,” and “adjunct” may modify titles in any appointment classification, but constitute distinct appointment classifications. These classifications are non-probationary appointments. Visiting and Adjunct appointees do not have voting rights in faculty governance; Acting appointees’ voting rights in faculty governance within the academic unit is subject to unit regulation.”

“Visiting Appointments. The qualification “Visiting” indicates a temporary appointment that may continue for no more than two years, except in special circumstances approved by the campus’s Academic Officer. Visiting appointees shall have the qualifications appropriate to the appointment classification indicated.

“Visiting appointments are appropriate where there is a temporary need, for example, to fill the place of an appointee on leave, where there is an increased need for academic personnel in circumstances where there is uncertainty the need will continue, or where a position has become available or open with insufficient lead time to conduct an appropriate search. The University is not obligated to count service as a visiting appointee as credit toward tenure or long-term contract status if the appointment is later changed to a regular appointment, but exceptions may be made in accordance with the procedures used by the University in making regular academic appointments.”

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SPA-11-006 Eligibility: Principle Investigator or Project Director

“Full-time faculty members (regardless of academic rank) and full-time staff are eligible to serve as PI/PD. Other persons (such as **visiting faculty** or retired faculty) are eligible to serve as PI/PD upon approval by the dean and research office. In such cases, a Memorandum of Understanding must be signed and on file with the Office of Research Administration and a full-time faculty member may be required to serve as a co-PI/PD. Please contact the Office of Research Administration for guidance.”

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