

Policy on Visiting Faculty Appointments

ACADEMIC AND FACULTY AFFAIRS

Effective Date: March 18, 2013

Date Revised: October 21, 2019

Supersedes: N/A

Related Policies: Faculty Handbook

Responsible Office/Department: Office of the Provost

Keywords: Visiting faculty, temporary faculty appointment

I. Purpose and Scope

Visiting faculty appointments allow the university to benefit temporarily from the expertise or special skills of individuals who hold faculty positions at other institutions and wish to take a leave or other hiatus from their home institution or other employer, or who may be retired or have no current employer. This policy applies to visiting faculty whether their home institution is in the U.S. or outside the U.S., and to both paid and unpaid appointments.

II. Definitions

Visiting Professor (Assistant, Associate, Full). This category is reserved for individuals who currently hold academic rank elsewhere (or who have recently retired and hold academic rank emeritus), who hold academic credentials appropriate to the academic rank assigned, and who will be engaged in a combination of research and/or teaching commensurate with that of the comparable professorial ranks of faculty at Northeastern.

The title "Visiting (Assistant, Associate, Full) Professor" will be used at Northeastern University irrespective of the visitor's title at his/her/their home institution.

III. Policy

Visiting faculty appointments (full or part-time, paid or unpaid) are fixed-term appointments for at least one full academic quarter/semester up to one academic year and are usually renewable for an additional academic year. Exceptions to the

two-year limit must be approved in advance by the Office of the Provost via a request in writing with a rationale for the request.

Visiting faculty appointments are exempt from the university's employment posting requirements and related affirmative action procedures. However, the university will not waive posting requirements for visiting faculty who seek continuing employment with the university after the visiting assignment ends. If a tenure-track position becomes available in the unit sponsoring the visiting appointment, the visitor may apply for the position. The unit must conduct a broad, national search, and if it seeks to appoint the visitor to the vacant faculty position, it must be able to demonstrate to the satisfaction of the Provost and the Office of Institutional Diversity and Inclusion both the sufficiency of the search and that the visitor is the best candidate for the appointment. All appointment offers extended to visiting faculty members must notify the visiting faculty member that his/her time of service as a visiting faculty member will not count in any future tenure consideration. The terms and conditions of the visiting appointment will be detailed in an appointment letter.

If a visiting professor appointment is to be extended to a foreign national who needs an H1N, TN, or O employment-based visa, the hiring authority must confer with the Office of the General Counsel at the outset of the hiring process at least 3 months prior to the start date. Additional time may be needed for visa processing. *Any prospective employee in need of work authorization cannot begin employment until the work authorization is approved.*

IV. Additional Information

Although not covered by this policy, additional information on the process for review and approval for all international visitors, whether students, scholars, or faculty, can be found at <https://provost.northeastern.edu/resources/faculty/>.

V. Contact Information

Senior Vice Provost for Academic Affairs (617) 373-2170