



VISITING FACULTY APPOINTMENTS

All persons who are seeking support, in any form, for teaching, research, or service from the College of Education at the University of South Alabama for extended periods of time (periods generally extending over one or more semesters) shall be subject to the conditions listed below.

These conditions apply to all persons except: (1) those seeking appointment as tenure-track or adjunct faculty (such requests should be directed to the Department Chairperson for review); and, (2) those who do not hold a terminal degree from an accredited institution who may be seeking support for research and/or study (such requests should be directed to the appropriate doctoral program faculty for review).

QUALIFICATIONS Applicants must:

1. Have interests in teaching, research, and/or service that are compatible with the mission of the college and that support the current interests and activities of the faculty, the host department (hereinafter referred to as the *department*), and its programs.
2. Hold a terminal degree from an accredited university in a discipline that relates to programs, courses taught, research conducted, or services provided by the department.
3. Express a willingness to make a direct contribution to the department, consistent with the mission of the college and with the strategic goals of the department during the course of their appointment.
4. Abide by the rules, regulations, and policies of the department, the college, and the university consistent with the ethical guidelines set forth by appropriate professional associations.
5. Make application, in writing, to the Department Chairperson.

DEPARTMENTAL EXPECTATIONS

6. Applicants shall make direct contributions to the teaching, research, and/or service missions of the department. Such activities include, but are not limited to, the following:
 - a. assist departmental faculty in the teaching of content courses within the Applicant's area of expertise within the department.
 - b. assist departmental faculty in the supervision of practicum and /or internship students within the Applicant's area of competence
 - c. engage in a structured program of research in collaboration with a full-time faculty member in the department with interests and expertise in the area of the research.

- d. serve on departmental committees when requested and when available and appropriate.
 - e. provide direct service to faculty and students within the department in the form of advisement, consultation, and in-service education in areas appropriate to the Applicant's areas of expertise.
 - f. attend faculty meetings as appropriate and feasible.
7. Applicants will have the continuous support of at least one departmental faculty member who will serve as the Faculty Sponsor for the Applicant throughout the period of the Applicant's visit in the department.
 8. Applicants serve the department at the will of the faculty and their relationship with the department may be terminated by the President with due notice upon the recommendation of the faculty and/or Department Chairperson and the approval of the Dean and Senior Vice President for Academic Affairs.

APPLICATION PROCEDURES

9. The Applicant will express an interest in an appointment by writing a letter to the Department Chairperson in sufficient time (usually 4-6 months) to permit a full and complete evaluation of the Applicant's request and supporting information.
10. In the letter of interest, the Applicant will:
 - a. describe the specific purpose for the visit and length of the proposed stay
 - b. identify specific faculty members with whom the Applicant would like to collaborate and ways in which the Applicant would like to contribute to the department. Specifically, Applicants should identify, as appropriate, course(s) for which they could be of assistance, what specific research would be conducted, and what services would be provided.
 - c. describe the specific resources that will be necessary to support the Applicant's work in the department (e.g., housing, library access, office, technology/equipment, mentoring)
 - d. indicate level of proficiency (i.e., none, elementary, limited working, minimal professional, full professional or native/bilingual) to speak or read English and any other languages
 - e. specify a willingness to comply with the college and departmental expectations
 - f. any special considerations (e.g., disabling conditions requiring accommodation, accompanying family members)
11. Submit the following documentation:
 - a. Completed Biographical Data Form (available at <http://www.southalabama.edu/departments/eforms/academicaffairs/BiographicalDataForm.pdf>)
 - b. Current curriculum vitae
 - c. Background check
 - d. Copies of relevant publications

- e. Copy of transcript from institution *granting* terminal degree
 - f. Documentation describing any sabbatical leave or leave of absence arrangements, support for funded research, or similar prior agreement with another institution for which activities undertaken during the period of this visit are to be credited
 - g. International faculty appointments are contingent upon required verification of eligibility status pursuant to the Department of Homeland Security/U.S. Citizenship and Immigration Service
- 12. The Department Chairperson will solicit two faculty members, in addition to the Faculty Sponsor identified in the application, to review the Applicant's credentials and work proposal. After such a review, the Faculty Sponsor will write a letter of recommendation to the Department Chairperson, which includes an assessment of the relative merits of contributions to be realized and identifies all resources that are likely to be needed to support the Applicant during the period of his or her stay.
 - 13. The Department Chairperson may establish a schedule for faculty members and the Applicant to meet and interview one another, if practical and as desired by the faculty. Telephone interviews, a videoconference call, or a meeting at a conference may prove to be a satisfactory substitute when an on-campus interview is difficult or presents an unusual hardship.
 - 14. Upon review of the letter of support and after consultation with the faculty, the Department Chairperson will write a letter to the Applicant reporting any denial of the request. In cases where the decision is affirmative, the Department Chairperson will write a letter of recommendation identifying the specific expectations of the department, including any teaching, research, and/or service obligations, the resources to be provided including any salaries, office space, overhead, secretarial support and the like, and the specific term of the appointment.
 - 15. The Department Chairperson will forward the Applicant's letter of interest, the committee's letter of recommendation, the Department Chairperson's letter of recommendation, and all supporting documentation to the Dean for review and transmittal with any positive recommendation to the Senior Vice President for Academic Affairs, who will forward her/his recommendation(s) to the President for review.
 - 16. Appointments of Visiting Faculty are made by the President upon the recommendations of the appropriate Department Chairperson, Dean, and Vice president.

RLH: 2-12-2014