

Longwood University Faculty Senate
PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal:

Academic Chairs Council (ACC)

TOPIC: Revisions to Section III. L. Visiting Professorships.

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

There was no written policy regarding whether annual evaluations should occur for a visiting faculty member. This proposal would address that absence.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

- 1) **Changing the title of the section to reflect 2).**
- 2) **Adding a paragraph regarding annual review by the department chair of visiting professors (similar to adjuncts).**

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The addition is justified to ensure that all faculty members receive feedback, and to allow a record of all faculty members' previous performance to exist. This review can provide the basis for recommendations from the chair at a later time, for example.

Date submitted to Senate Executive Committee for Consideration: _____

Action(s) Taken:

Date first read at Faculty Senate: _____

Action(s) Taken:

Date final action taken by Faculty Senate: _____

Final action(s) Taken:

L. VISITING PROFESSORSHIPS

The titles of Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor are courtesy titles to be given to faculty visiting from another institution of higher education or with a terminal degree who are on temporary assignment to Longwood University. A visiting faculty member usually is associated with a department or college for a short time, normally not in excess of one year. Visitors may be researchers, teachers, public service scholars, or any combination thereof. Normally, the visitor is given the equivalent professional rank held at the home institution. Tenure is not awarded to visiting faculty. Individuals appointed at these ranks may be invited to participate in, but are not eligible to vote on, faculty matters. A visiting faculty appointee can become a regular appointee only through a search process after the initial appointment in accordance with the institution's procedures, including adherence to affirmative action guidelines.

L. VISITING PROFESSORSHIPS AND THEIR REVIEW

The titles of Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor are courtesy titles to be given to faculty visiting from another institution of higher education or with a terminal degree who are on temporary assignment to Longwood University. A visiting faculty member usually is associated with a department or college for a short time, normally not in excess of one year. Visitors may be researchers, teachers, public service scholars, or any combination thereof. Normally, the visitor is given the equivalent professional rank held at the home institution. Tenure is not awarded to visiting faculty. Individuals appointed at these ranks may be invited to participate in, but are not eligible to vote on, faculty matters. A visiting faculty appointee can become a regular appointee only through a search process after the initial appointment in accordance with the institution's procedures, including adherence to affirmative action guidelines.

Visiting professors are not required to undergo an annual evaluation, because merit raises are not available for a visiting faculty member. However, the chair should conduct an annual review of the faculty member that addresses areas of teaching, scholarship, and service as relevant to the duties of the visiting faculty member and as defined by departmental standards. The review should be concluded by May 19, and a dated letter should be sent to the visiting faculty member and copied to the Dean of the College by May 24.