

## 1. PURPOSE

- 1.01 The purpose of this academic policy statement is to provide guidelines for the appointment of carefully selected, uniquely qualified individuals who are willing to provide one-year terms of service to the University without remuneration.
- 1.02 Individuals appointed under the provisions of this policy will be designated as Visiting Scholars during their term of appointment.

## 2. DEFINITIONS

- 2.01 The title, Visiting Scholar, is recognized as an honor that may be bestowed upon a scholar, professional, or artist by the University.
- 2.02 The appointment of Visiting Scholars is expected to result in an enhancement of the undergraduate, graduate, or research and professional programs of an academic department/school and/or college and to provide a significant contribution to the educational goals of the University.
- 2.03 Visiting Scholars will possess appropriate academic credentials (i.e., terminal degrees) and/or have a comparable distinguished record of service to society.
- 2.04 Visiting Scholars will be engaged in employment outside of the University or retired from such employment.

## 3. DEFINITIONS

- 3.01 Visiting Scholars must provide a specified service to the University. The specified service may consist of duties such as: presentation of seminars, guest lectures, serving on thesis committees, collaborating on research proposals, or any other educationally-related function mutually agreed upon by the University and the appointee prior to appointment to Visiting Scholar status.
- 3.02 The specific duties of each Visiting Scholar will be set out in a letter of appointment from the President of the University. Typically, the duration of each appointment will be for a maximum of one year and will be specified in the letter of appointment. Additional appointments may be made at the discretion of the University. Appointment renewal will be contingent upon

the quality and level of service provided by the Visiting Scholar to the University.

- 3.03 Subject to written approval by the appropriate academic dean, Visiting Scholars may co-supervise, in cooperation with a member of the regular academic faculty, one or more graduate students.
- 3.04 Visiting Scholars will not have voting rights within the University community, (i.e., tenure elections, post-tenure review) but may serve on University committees as advisors/observers.
- 3.05 Visiting Scholars may also serve as non-voting members on thesis and dissertation committees upon the recommendation of the thesis committee chair and with the written approval of the appropriate academic dean.
- 3.06 Visiting Scholars will not receive remuneration from the University for any services performed during the term of appointment.
- 3.07 Visiting Scholars may use their association with the University for purposes of submitting external applications for funding when such funding benefits the University. Such applications must be approved by the University and will be governed by the same regulations as apply to regular faculty research.
- 3.08 Visiting Scholars are not employees of the University while serving during a visiting scholar faculty term of appointment.
- 3.09 The University will not be obligated to provide working space, secretarial assistance, or other support to Visiting Scholars unless specifically approved by the appropriate academic dean for service to be performed in collaboration with a full-time faculty member.

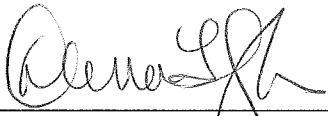
#### 4. PERQUISITES AVAILABLE FOR VISITING SCHOLARS

- 4.01 Visiting Scholars shall be accorded the following privileges and perquisites at the University during their term of service:
  - a. A temporary faculty identification card denoting their status as Visiting Scholar.
  - b. Faculty library privileges.

- c. Use of University dining services on the same basis as active and retired faculty members.
- d. Purchase of a faculty-staff activity card on the same basis as active and retired faculty members.
- e. Parking privileges as provided to active and retired faculty members of the University.
- f. Use of internal University mail service and facilities.
- g. Other privileges for Visiting Scholars as may be approved by the President of the University.

## 5. APPOINTMENT PROCEDURES

- 5.01 Recommendation for appointment to Visiting Scholar status may come from any level within an academic unit. All recommendations must have the written concurrence of the appropriate department/school chair and academic dean before being routed to the Provost and Vice President for Academic Affairs. A complete vita of the candidate must be attached to the letter recommending appointment, along with a comprehensive description of the specific service to be provided by the appointee.
- 5.02 The Provost and Vice President for Academic Affairs will concur or not concur with the recommendation and so inform the President of the University and the appropriate academic dean.
- 5.03 If appointment is recommended by the Provost and Vice President for Academic Affairs and approved by the President of the University, the President will issue a formal letter of appointment that will outline the scope and term of the appointment.
- 5.04 The reappointment of a Visiting Scholar to additional terms will proceed in the same manner as the original appointment.

APPROVED:   
Dana L. Gibson, President

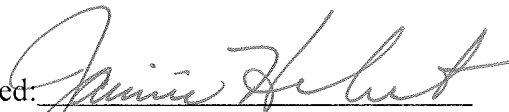
DATED: 1-7-13

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: November 6, 1991  
Reviewer(s): Council of Academic Deans  
Academic Policy Council

Review Cycle: October, ENY\*  
Review Date: October 1, 2014

Approved:   
Jaimie L. Hebert  
Provost and Vice President  
for Academic Affairs

Date: 1-7-13

\*ENY = Even Numbered Year