



# MISSISSIPPI STATE UNIVERSITY™

## Mississippi State University

### ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM: All Holders of Mississippi State University Academic  
TO: Operating Policy and Procedure Manual

DATE: June 18, 1997  
March 22, 2010

SUBJECT: AOP 13.22 - Guidelines for Adjunct Faculty,  
Visiting Faculty, Visiting Scholar and Visiting  
Executive Appointments

#### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executive Appointments.

#### REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

#### POLICY/PROCEDURE

Utilization of talents and expertise of scholars and executives from external organizations greatly enhances the ability of a university to conduct its teaching, research and service missions. Access to highly qualified people who complement the skills of university faculty, staff and administrators is a cost-effective way of enhancing programs. There are four types of external appointments: Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executives.

Adjunct Faculty appointments are courtesy appointments awarded to individuals who do not currently hold a faculty position in the department or unit, but who are qualified for an academic appointment and have the potential to contribute to the mission of the unit. These appointments may be external or internal to MSU. Adjunct faculty are not reflected in the budget of the appointing unit and are typically not remunerated for services. Each Department should have guidelines for the appointment of adjunct faculty in their unit.

Appointments are initiated at the department or unit level, and submitted to the college dean for approval. There should be a fixed term of appointment of three or less years with the possibility for reappointment. If approved, the dean will inform the initiating department and the Provost of the appointment. The

Provost will inform the Department of Human Resources. Adjunct faculty, unless otherwise employed in the university, are not employees and are not entitled to employee benefits; they may be provided access to university facilities, but this will depend upon circumstances related to the appointment and will be specified at the time of appointment. Responsibilities are usually less than those associated with a Visiting Faculty position.

Visiting Faculty are employed by the University as a means of accommodating a particular temporary need in instruction, research, or other professional activities of the unit in which they are appointed. Appointments are initiated at the department or unit where the person will teach and are submitted to the usual levels of approval for university employment. Such appointments are active for a specified period of time, not expected to exceed one year.

Visiting Scholar appointments are based upon an individual's possession of knowledge and experience in a given field considered complementary to the ongoing efforts of the unit. The expected time of service ranges from a few weeks to one year. Visiting Scholars are not paid, are not employees and are not entitled to employee benefits, although arrangements may include limited funds for expenses such as travel, supplies, etc. Appointments for Visiting Scholars may be initiated by an academic department, college or other unit of the University. Approval of the appointment by the appropriate Vice President is required; the appointment letter should specify the expected length of service and other special conditions. Notification of the President is required. The title of the appointment may carry the identity of the sponsoring unit.

Visiting Executive status is offered to individuals with exceptional leadership and management experience from education, government, business or industry whose appointment is considered beneficial to the University. Appointees are normally expected to serve for one year, but the appointment may be renewed by mutual agreement. Visiting executives are not paid, are not employees and are not entitled to employee benefits, although arrangements may include limited funds for expenses such as travel, supplies, etc. Appointments may be initiated by an academic department, college or other unit of the University. Approval of the appointment by the appropriate Vice President is required; the appointment letter should specify the expected length of service and other special conditions. Notification of the President is required. The title of the appointment may carry the identity of the sponsoring unit.

## RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2014

<u>/s/ Peter L. Ryan</u>	<u>05-10-10</u>
Interim Associate Provost for Academic Affairs	Date

<u>/s/ Jerome A. Gilbert</u>	<u>05-11-10</u>
Provost and Executive Vice President	Date

/s/ R. Hart Bailey  
President, Robert Holland Faculty Senate

05-17-10  
Date

REVIEWED BY:

/s/ Don Zant  
Office of Internal Audit

05-21-10  
Date

/s/ Charles L. Guest  
General Counsel

05-26-10  
Date

APPROVED:

/s/ Mark E. Keenum  
President

06-01-10  
Date