

COURTESY DESIGNATION: VISITING SCHOLAR SAN FRANCISCO STATE UNIVERSITY

This is intended to clarify the designation process and responsibilities of the courtesy designation of Visiting Scholars, and does not alter the policy or procedures governing the appointment of temporary faculty.

Definition. Visiting scholars are individuals who possess a Ph.D. or its equivalent, and whose primary purpose for residence on the SF State campus is to conduct independent research. The length for a visiting scholar is granted for maximum cumulative appointment time of one year.

Titles. Visiting Scholars may be designated to reflect the level of accomplishment that, in the judgment of the Department and Dean at SFSU, has been achieved by the individual under consideration.

Review and Designation Process. Departments/programs are expected to submit a request to the college dean. The college dean will forward the request for designation to Faculty Affairs for approval. The request must include:

- C.V. of the proposed faculty member;
- Rationale and recommendation by department chair;
- Recommendation by the college dean;
- The start and end dates of the designation, not to exceed a period of one year.
- Faculty assignment (research, creative work, service), including a Position Description
- Demonstrated faculty involvement in the search and review process

As per contract (see article 12.1 below), all appointments shall be made by the President. The Faculty Affairs Office reviews and approves all requests as the President's designee.

Training.

Child Abuse and Neglect Act - CANRA

Mandated Reporters and all other employees, as well as volunteers, are strongly encouraged to complete the online training course provided at:

Title IX

Appointees will receive email notification from HR and training must be completed before service begins.

The Office of Faculty Affairs will keep a record of courtesy designations and will review the currency of courtesy titles on a yearly basis.