

## HOW TO HIRE TEMPORARY VISITING FACULTY NOT ELIGIBLE AS POST-DOCS

*(All policies stated below apply to Biology and are subject to Academic HR and/or ISO correction)*

Appointment or reappointment of temporary research faculty members (limited to Visiting Scientist or Visiting Lecturer; Visiting Scholar is an uncompensated courtesy appointment).

Paperwork required:

- Identify the appropriate job title for the person you would like to hire;
- Determine whether the job candidate needs a visa;
- Once you determine title and visa status contact Patricia Owens with a proposed salary level, budget number, budget name, FTE and planned length of initial appointment including a start date and an end date. Appointments longer than 12 months must be renewed annually.
- Visa holders cannot hold less than 100% Full Time Employment (FTE) appointments. This can come from a variety of sources including the visa holder's employer or government sponsorship, personal funds and UW salary. Non-UW funding requires documentation. Visas are renewed annually and fees are charged annually.

Titles for Short Term faculty positions include

1. Visiting Scientist
2. Visiting Lecturer
3. Visiting Scholar
4. VISIT Program Intern (see *Sponsoring Foreign Scholars*)
  - a. VISIT Intern
  - b. VISER Intern

**VISITING SCIENTIST:** The visiting title, when used with the rank of Professor, Associate Professor, Assistant Professor, or Instructor, indicates that the appointee holds a professorial position at another institution of higher learning and is temporarily employed by the University.

Paperwork: Three letters of recommendation updated CV, copy of diploma, biography form, and personal data form.

This position can be full-time or part-time.

No voting rights.

**VISITING LECTURERS:** "An employee who does not hold a professorial position elsewhere, but who is otherwise qualified, may be designated as a visiting Lecturer." (Faculty Code, Chapter 24, section 34.B.12)

Paperwork: Three letters of recommendation updated CV, copy of diploma, biography form, and personal data form.

This position can be full-time or part-time.

No voting rights.

**VISITING SCHOLARS:** Visiting Scholar is an honorary title awarded to persons who hold professorial (including research) positions at other institutions, or other professional positions. Visiting Scholars **cannot be paid a salary** but, are eligible to receive payment through purchasing.

This position can be full-time or part-time. No voting rights.

Paperwork: Signed Visiting Scholar letter, copy of an updated CV, and personal data form.

This position can be full-time or part-time.

No voting rights.