

**FACULTY AFFAIRS AND
PROFESSIONAL DEVELOPMENT
*VISITING FACULTY POLICY***

Visiting Faculty Status:

Individuals in this status are faculty members visiting EVMS for a defined duration usually up to 12 months, subject to the approval of the EVMS President/ Provost. A visiting title is appropriate for individuals coming to EVMS for the following reasons:

- One week or more as an invited professor
- Sabbatical of up to a year or a leave of absence of up to two years
- On-site research collaboration only while the individual is working at EVMS or one of its affiliated hospitals
- Academic position after becoming emeritus in a home institution

Such appointments may be renewed prior to the expiration of the appointment period, but may not be held for more than three years unless justified by special circumstances and approved by the EVMS President/ Provost.

The “visiting” prefix would be associated with a faculty member who is paid directly by her/his home institution, by another external agency such as a foreign government or by private funds. If the person is an international visitor, his/her activities must be undertaken in accordance with the person’s status. With respect to foreign nationals, it is the obligation of the department chair, center or institute director to provide complete background information for the candidates for whom a petition for status as a visiting faculty member is being made. Upon receipt of this information, the Office of Faculty Affairs and Professional Development will consult with the Office of Human Resources to determine if the candidate is eligible for sponsorship in accordance with EVMS policies.

Petitions for visiting faculty status will be reviewed by the Vice Dean for faculty Affairs and Professional Development and approved by the President/ Provost. Visiting faculty will be granted an EVMS visiting title of at a rank that is equal to that of their home institution to include Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor or Visiting Instructor based on qualifications. Individuals coming from non-academic institutions with no academic titles may also be recommended for a short-term or defined-period appointment with a visiting title. Note that no visiting faculty member, regardless of degree, licensure, or current practice status, may perform patient care services unless permission to do so has been granted, in writing, by the EVMS Medical Group.

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Appointment as visiting faculty does not constitute an offer of employment and in no way indicates permanence, tenure, or otherwise guarantees that the candidate will obtain any other faculty status at EVMS. Visiting faculty cannot become EVMS employed faculty except through a search in accordance with EVMS faculty hiring procedures. The visiting faculty member is expected to return to his or her home institution upon completion of the appointment.

Process for Appointment

1. The Department Head must send a letter requesting the visiting appointment and outlining plans for the candidate's academic activities during the appointment period. The letter must be accompanied by the candidate's C.V., bibliography, and any other forms that may be required by Faculty Affairs and Professional Development, and must be sent to the Vice Dean for Faculty Affairs and Professional Development at least 90 days in advance of the first day of the proposed visit.
2. The Vice Dean for Faculty Affairs and Professional Development shall, from time to time, bring visiting faculty candidate applications to the President/Provost for review and approval.
3. Faculty Affairs and Professional Development shall notify the Department, in writing, if and when the candidate is appointed as a visiting faculty member and/or any reason why the visiting faculty appointment has been denied. If approved, a Participation Agreement will be provided to the Department and must be signed by the candidate and the Department Head and returned to Faculty Affairs and Professional Development. Note that no candidate may come to campus and/or start any activities until notice of appointment has been received and the signed Participation Agreement has been returned.
4. After approval, and prior to the visiting faculty member's arrival on the EVMS Campus, the Department shall ensure that the visiting faculty member complies with all Occupational Health requirements. The Department shall also be responsible for arranging badges, parking privileges, lab or office space, obtaining building and EVMS network access in accordance with EVMS Policies, and training the visiting faculty member on applicable EVMS and Department Policies.
5. Requests for renewal appointments must be made by submitting a letter to the Vice Dean for Faculty Affairs and Professional Development no less than 30 days prior to the end of

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the existing appointment. Requests shall include a summary of the academic activities that have been completed during the prior appointment period as well as an outline of the future activities planned during the renewal period.

6. The Department must notify Faculty Affairs and Professional Development within 7 days if the visiting faculty member leaves prior to the expiration of his/her initial or renewal appointment.
7. Visiting faculty members are expected to adhere to standards of conduct that are consistent and befitting the leadership role of faculty and Department Heads must immediately report professionalism issues or unethical behavior to the Vice Dean for Faculty Affairs and Professional Development. EVMS reserves the right to terminate the Visiting Faculty Appointment at any time if the Vice Dean for Faculty Affairs and Professional Development determines, in consultation with the President/Provost, that the visiting faculty member has performed an act or exhibited a pattern of behavior that is outside his/her role of visiting faculty member, unbecoming of an EVMS faculty member, and/or that is detrimental to the interests, assets, or reputation of EVMS, its faculty, staff, students, or affiliates. This termination is not grievable.