

To: HHS Unit Heads

From: Susan C. South, Associate Dean for Faculty Affairs

Date: August 18, 2026

Subject: Procedures for Approval of Appointments for Visiting Faculty

When recommending the appointment of a Visiting Faculty member, HHS unit heads should proceed as follows:

1. The unit head should first confirm that the proposed appointment is consistent with a Visiting Faculty position and not another type of appointment (e.g., lecturer, limited term lecturer, adjunct faculty, visiting scholar, see [Appointments for Personnel Not on Payroll \(VI.B.3\) | Policy Office](#) or [Terms and Conditions of Employment of Lecturers \(VI.F.4\) | Policy Office](#)). A Visiting Faculty member may be paid and may teach courses. As a guide, you may wish to use the salary ranges for current faculty at the same rank to evaluate salary for the Visiting Faculty during their appointment, with these salaries typically being at or on the lower side of their regular appointment peers. Visiting faculty appointments have a maximum length of two years and are non-renewable per the [REF Guide](#). Visiting faculty appointments require approval by the Provost.
2. To seek approval for a visiting faculty position, the head should send a request for the position as well as a draft of the job posting to the HHS ADFA. This will be reviewed by the ADFA, DFA, and Dean. The Dean will then send a request for the position to the Provost.
3. Once the position is approved, a requisition is created in Success Factors. The Head may proceed in identifying an individual to fill the position either by a search (following all faculty search guidelines), or by identifying a qualified candidate without a search following the appropriate business processes. Visiting Faculty Appointments do not require search waivers unless a search is conducted. For more information, see [REF Guide](#). Once a person is identified, the Head sends a hiring memo to the HHS ADFA. The memo should include the rationale for the appointment and the CV of the proposed appointee.
4. The ADFA will confirm that the dean approves the recommended appointment and send a draft offer letter back to the head. The head should submit the offer letter to HHS Faculty Hiring, and it will be sent to the Provost's office for approval.
5. Once approved, the Head's administrative assistant enters the information into SuccessFactors and routes the offer letter to the proposed appointee through SF.

Please let me know if you have any questions about these procedures.