



SAN DIEGO STATE UNIVERSITY

**VISITING FACULTY APPOINTMENT**

Visiting faculty are full-time temporary, non-renewable faculty appointments of up to one academic year (CBA 12.32). The contract permits a number of visiting faculty appointment across the CSU system each year. The process for appointing a visiting faculty member is as follows:

- A department/school peer review committee of tenured/tenure-track faculty convenes to develop a hiring recommendation and completes this form.
- This form (with candidate C.V. attached) proceeds to review by the chair/director, Dean and Associate Vice President for Faculty Advancement.
- After approvals are complete, the department/school prepares and submits to Resource Management an Academic Transaction Form, Statement of Terms and Conditions, and appointment letter.

If campuswide demand for visiting faculty appointments surpasses the limits set by the contract, the Associate Vice President for Faculty Advancement shall establish a waiting list to ensure that visiting faculty appointments are allocated in good order.

**CANDIDATE INFORMATION**

Name of Candidate: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

Proposed Appointment Date: \_\_\_\_\_

**Briefly describe the candidate’s credentials and benefit to the university of a visiting faculty appointment and attach a C.V.:**

**APPROVAL SIGNATURES**

\_\_\_\_\_  
**Department/School Peer Review Committee Chair** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Chair/School Director** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Associate Vice President for Faculty Advancement** \_\_\_\_\_  
**Date**

*Submit copies of the completed form to: Academic Affairs – Resource Management, Dean’s Office, Department/School*