



## RUTGERS POLICY

**Section:** 60.5.3

**Section Title:** HR/Faculty

**Policy Name:** Other Academic Titles

**Formerly Book:** 3.3.5

**Approval Authority:** Board of Governors

**Responsible Executive:** Executive Vice President for Academic Affairs

**Responsible Office:** Office of Academic Affairs

**Originally Issued:** 1961

**Revisions:** 12/10/99

**Policy:**

### OTHER ACADEMIC TITLES

- A. Visiting Professor. A visiting appointment may be with or without compensation, at any faculty rank, is for a specified period, not to exceed one year at a time, and may be made, in Newark and Camden, only by the Provost, upon recommendation of the department and Dean, and in New Brunswick, by the Dean, upon recommendation of the department. The prefix "visiting" shall be used for such appointments.
- (1) A visiting appointment *with* compensation is normally an appointment made to an individual who has regular employment outside the University.
  - (2) A visiting appointment *without* compensation, sometimes referred to as an honorary appointment, is a courtesy appointment and does not create an employer/employee relationship.
  - (3) A full-time appointment as a visiting faculty member is a non-tenure-track appointment for one year.

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All regulations and procedures are subject to amendment.

- (4) A visiting faculty appointment may be made at any appropriate rank and shall not exceed two successive appointments. Any exceptions require the approval of the University Vice President for Academic Affairs.
  - (5) A visiting faculty appointment shall carry with it no expectation of appointment beyond the appointment term. The letter of appointment for visiting faculty shall explicitly state the fixed term of the appointment, the specific responsibilities of the position, and shall constitute the requisite termination notice.
  - (6) A faculty member in a visiting position is not precluded from applying for or being offered other University positions, including tenure-track appointments; however, no preference is to be accorded him or her in the selection process for other positions.
  - (7) If an individual who has held a visiting appointment is subsequently appointed to a tenure-track position, service in a full-time visiting position will be credited to service in a tenure-track position only on the written request of the faculty member.
  - (8) A faculty member on a visiting appointment at Rutgers must be in compliance with leave policies and requirements of his or her home institution or home organization.
- B. Professor Emeritus/a. Professor Emeritus/a is a title restricted to persons who retire after having served in a full-time professorial capacity at this University ten years or more, or as a full professor at this University for at least five years, plus a sufficient number of years in a professorial capacity in another accredited university or college to make a total of at least ten years. The titles Associate Professor Emeritus/a or Assistant Professor Emeritus/a are not used, all persons entitled to the Emeritus/a designation being "promoted" to Professor Emeritus/a at the time of their retirement.
- C. Teaching Assistant. A Teaching Assistant is a graduate student paid a salary to render service to the University, primarily in teaching, normally at the maximum rate of fifteen clock hours per week. Teaching assistants may not carry more than the maximum number of credit hours of graduate work as prescribed by the relevant graduate faculty, except with the approval of the appropriate graduate dean.
- D. Graduate Assistant. A Graduate Assistant is a graduate student paid a salary to render service to the University, primarily in research, either directly, or under a grant or contract with other agencies, normally at the maximum rate of fifteen clock hours per week. Graduate assistants may not carry more than the maximum number of credit hours of graduate work as prescribed by the relevant graduate faculty, except with the approval of the appropriate graduate dean.
- E. Graduate Fellow. A Graduate Fellow is an individual who receives a grant for his or her support as a graduate student, no services to the University being required as a consideration. A graduate fellow carries a full program of graduate work.

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- F. Post-Doctoral Fellow. A Post-Doctoral Fellow is an individual who receives a grant for post-doctoral study and training. The term of appointment of a post-doctoral fellow is ordinarily one year. Appointment beyond three years requires the approval of the Provost in Newark and Camden and, in New Brunswick, requires the approval of the appropriate dean.
- G. Post-Doctoral Associate. A Post-Doctoral Associate is an individual who performs complex research activity under the supervision of a Principal Investigator. The term of appointment of a post-doctoral associate is ordinarily one year. Appointment beyond three years requires the approval of the Provost in Newark and Camden and, in New Brunswick, requires the approval of the appropriate dean.

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