

Department of Landscape Architecture

Department Policies

DATE: December 10, 2010

SUBJECT: LA AOP 13.01 – GUIDELINES FOR ADJUNCT FACULTY, VISITING FACULTY, VISITING SCHOLAR, AND VISITING EXECUTIVE APPOINTMENTS

PURPOSE

The purpose of this Landscape Architecture Academic Operating Policy and Procedure (LA AOP) is to establish guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executive Appointments.

REVIEW

This LA AOP will be reviewed every four years or whenever circumstances require an earlier review by the department's Faculty Development Promotion and Tenure committee, with recommendations for revision presented to the landscape architecture faculty.

POLICY

The Department of Landscape Architecture will utilize the talents and expertise of scholars and executives from external organizations to enhance the department's ability to conduct its teaching, research, and service missions.

PROCEDURE

Adjunct Faculty

Adjunct appointments will be initiated by the department and submitted to the college dean for approval. To be considered Adjunct Faculty in the Department of Landscape Architecture, one must meet University [AOP 13.22](#).

Adjunct Faculty in the department will have a three year fixed term appointment, with the possibility for reappointment [AOP 13.22](#).

Adjunct Faculty responsibilities shall include the teaching of the following types of landscape architecture courses: landscape architecture service courses, co-teach BLA/MLA programs design and/or construction studio courses, or a BLA/MLA/BLC non-studio based course. A majority vote by the department faculty will determine which landscape architecture course types will be taught by an Adjunct Faculty member.

Visiting Faculty

Visiting Faculty appointments will be initiated by the department and submitted to the college dean for approval to accommodate a particular temporary need in instruction, research, or other professional activities of the department.

Visiting Faculty in the department will have at minimum a one-semester appointment up to a one-year fixed term appointment, with the possibility for reappointment [AOP 13.22](#).

Visiting Faculty responsibilities shall include the teaching of the following types of landscape architecture courses: landscape architecture service courses, co-teach BLA/MLA programs design and/or construction studio courses, or a BLA/MLA/BLC non-studio based course. A majority vote by the department faculty will determine which landscape architecture course types will be taught by a Visiting Faculty member.

Visiting Scholar

The department will initiate visiting Scholar appointments with approval granted by the Vice President in accordance with [AOP 13.22](#).

Any department of landscape architecture funds for travel, supplies, and so on for a Visiting Scholar will require a majority vote by the department faculty.

A Visiting Scholar's term will be no less than two-weeks and no longer than one-year.

Visiting Executive

The department will initiate visiting Executive appointments with approval granted by the Vice President in accordance with [AOP 13.22](#).

Any department of landscape architecture funds for travel, supplies, and so on for a Visiting Executive will require a majority vote by the department faculty.

A Visiting Executive's term will be a one year fixed term, with the possibility for mutual reappointment.