

SCHOOL OF DATA SCIENCE
PRIVILEGES AND RESPONSIBILITIES OF FACULTY WITH
COURTESY OR VISITING SCHOLAR OR VISITING FACULTY APPOINTMENTS

FINAL

Date: Passed by the SDS AAC on December 4, 2019

Minor revision proposed by the Dean February 20, 2021, passed by SDS AAC

Revision to add visiting scholars proposed by the Dean February 24, 2022

Revision to change term limits and clarify expectations for appointments:

Passed by the SDS Faculty on September 14, 2022

Policy ID: rfc_9

Reason for Policy:

Faculty with a courtesy appointment, visiting scholar appointment, or a visiting faculty appointment in the School of Data Science (SDS) add value to the School and the student experience by providing external academic and/or professional perspectives and expertise. These positions also foster the exchange of ideas and research collaborations, underscoring the interdisciplinary nature of SDS and indeed data science. This School-specific policy explains the privileges and responsibilities of these categories of faculty and scholars in SDS. It conforms to and supplements the University of Virginia (UVA) provost policies governing courtesy appointments, [PROV-029](#), and visiting faculty and scholars, [PROV-013](#), based on the needs and structure of SDS.

Applies to:

Faculty with a courtesy appointment, visiting scholar appointment, or visiting faculty appointment in SDS.

Definitions:

Courtesy Appointment: A termed, usually unpaid appointment given to a faculty member from another school or unit of the University who makes a contribution to or has an affiliation with SDS, as described in [PROV-029](#). Academic general faculty, tenure-track, and tenured faculty are all eligible for a courtesy appointment.

Visiting Scholar Appointment: Visiting scholars, as described in [PROV-013](#) are termed, usually for one year or less, unpaid appointments given to a scholar from another institution, academic or otherwise. They do not participate formally in instruction. Individuals who participate formally in instruction should be appointed as visiting faculty, if appropriate, or faculty wage as lecturers.

Visiting Faculty Appointment: Visiting faculty, as described in [PROV-013](#), visit the University for a short time, usually one year or less. During their appointment at the University, they hold faculty rank as described in the appointment letter. Visiting faculty may serve with or without pay. To be eligible, the appointee must: 1) be visiting from an outside institution or organization; and 2) possess the appropriate degree or credentials that would be expected of a salaried faculty member; and be a recognized expert in their field.

Policy Statement:

Faculty with a courtesy, visiting scholar, or visiting faculty appointment are expected to maintain contributions or affiliated activities throughout the term of the appointment. Appointment letters will contain specific responsibilities based on the qualifications of the appointee. Such contributions or activities may include:

For Courtesy Appointments:

- Having their courses in another department be cross-listed and/or recognized as meeting academic requirements in SDS.
- Consideration for occasional teaching assignments in SDS in consultation with their home department.
- Advising SDS students whose research interests relate to their own, including possible service on dissertation or thesis committees.
- Advising and mentoring postdoctoral researchers.
- Conducting research, scholarship, and translation activities in collaboration with SDS team members.
- *Ad hoc* service on SDS committees.
- In accordance with [PROV-029 \(section I.D\)](#), and except at the Dean's discretion, the courtesy appointment "...does not involve additional salary and does not convey full faculty status (including voting privileges or space) in the courtesy department".
- *Term of Appointment*: UVA tenure-track and general faculty will generally have 3-year renewable courtesy appointments. The term may be modified at the Dean's discretion but must be for at least for 1 year and no longer than 5 consecutive years. Should a faculty member separate from the university, their appointment is automatically relinquished, as appropriate.

For Visiting Scholars:

- Conducting research, scholarship, and translation activities in collaboration with SDS team members.
- Do not take on formal teaching assignments in SDS.
- *Term of Appointment*: Visiting Scholars are appointed for one year, and the term may be modified at the Dean's discretion.

For Visiting Faculty:

- Eligible for teaching assignments in SDS.
- Advising SDS students whose research interests relate to their own.
- Conducting research, scholarship, and translation activities in collaboration with SDS team members.
- *Ad hoc* service on SDS committees.
- In accordance with [PROV-013](#), "Visiting Faculty/Scholar status is a privilege, not a right, and an individual holds this status at the pleasure of the University. The status may be revoked at any time (even during the term of the appointment) by the University at its discretion. Similarly, there is no right to a renewal of the appointment at the end of the term. Visiting Faculty/Scholars are not employees or students of the University, and therefore are not

entitled to compensation or other benefits available to regular staff, faculty or students (including health insurance)".

- *Term of Appointment:* Visiting Faculty are appointed for one year or less, and the term may be modified at the Dean's discretion.

Visiting faculty and courtesy appointments in SDS bring the benefit of a formal affiliation and mutual recognition. These faculty will be listed on the SDS website with their formal title. Members whose work leads to some form of community output are expected to acknowledge the role of SDS. For example, papers resulting from work performed with SDS must list SDS as an affiliation, software must include an SDS attribution, and so on.

Visiting scholars and visiting faculty are officially appointed as such and are permitted to request workspace and University accounts as appropriate. Visiting scholars and visiting faculty can request approval for an ID badge from the Associate Dean for Academic and Faculty Affairs, which they must obtain from the ID office.

Termination of Appointments:

Courtesy appointments, visiting scholar and visiting faculty appointments may be terminated at any point by the Dean for failure to comply with the terms of their appointment, for violation of school or university policy, for sustained lack of engagement with the school, or for failure to contribute to the school's mission. In such cases, the Dean must give 7 days written notice of their intention to end the appointment.

Procedures:

Courtesy, visiting scholar, and visiting faculty appointments provide an opportunity to add diverse academic and professional perspectives to the existing faculty ranks. All parties involved in the nomination, evaluation, and selection of candidates for these appointments should work to ensure that diversity in all its forms continues as a strength of SDS.

The Dean of SDS is responsible for the designation of a courtesy, visiting scholar, or visiting faculty appointment. Whenever possible, before a courtesy or visiting faculty appointment is made, the candidate will be invited to give a formal, public presentation on their scientific work as it relates to SDS. SDS faculty will have the opportunity to discuss and comment on each candidate's potential appointment and its relevance for the School.

Courtesy appointments and visiting faculty must be nominated by faculty with an appointment in SDS. The nominator must present the following materials to the Associate Dean for Academic and Faculty Affairs:

- the candidate's CV or professional biography;
- the potential term;
- a brief summary of expected contributions;
- and a brief statement highlighting how the candidate and their scholarly work align with the principles of the School.

Upon approval by the Associate Dean for Academic and Faculty Affairs, the nominating faculty will present the candidate's materials to SDS faculty for discussion. *The faculty will vote and the vote tally will be provided to the Dean for a final decision.* The Dean will notify the candidate and, if applicable, the nominator of the final decision.

Visiting scholar appointments are made at the discretion of the Dean in discussion with the Dean's Cabinet and based on the strategic needs of the School. The Dean may bring a case to the faculty as needed.

Visiting faculty appointments are also subject to provost approval. Candidates for these appointments may be considered on an individual basis after originating through existing informal affiliations with SDS, by targeted recruitment, or by application. The School may also form a committee to conduct an open search to solicit applications and nominations for potential recruitment. Such a search is overseen and supported by the office of the Associate Dean for Academic and Faculty Affairs.

Neither visiting scholars nor visiting faculty may submit or transfer grants to SDS as the principal investigator. They may, however, be a co-investigator to an SDS principal investigator through their home institution.

Regardless of the term of appointments, the ranks of courtesy, visiting scholar, and visiting faculty will undergo annual review and documentation by the Dean and the Associate Dean for Academic and Faculty Affairs in order to ensure ongoing benefit of the relationship between the faculty/scholar with SDS. The annual review is particularly important for ensuring that courtesy, visiting scholar, and visiting faculty positions are contributing to SDS and remain committed to the school and its mission.