SCHOOL OF DATA SCIENCE
PRIVILEGES AND RESPONSIBILITIES OF FACULTY WITH
COURTESY 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.

Policy ID: rfc_9

Reason for Policy:

Faculty with a courtesy 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. These positions also foster the exchange of ideas and research collaborations, underscoring the interdisciplinary nature of SDS. This school-specific policy explains the privileges and responsibilities of these categories of faculty in SDS. It conforms to and supplements the University of Virginia provost policies governing courtesy appointments, PROV-029, and visiting faculty, PROV-013, based on the needs and structure of SDS.

Applies to:

Faculty with a courtesy 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 Faculty: Visiting faculty, as described in PROV-013, visit the University for a short term, 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; or be a recognized expert in their field.

Policy Statement:

Faculty with a courtesy 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, but in general 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 community members
- Service on SDS committees. Faculty with courtesy appointments are full voting members of the Academic Affairs Committee (AAC) and may be asked to serve on other academic and administrative committees.

For Visiting Faculty:
- Teaching assignments in SDS
- Advising SDS students whose research interests relate to their own
- Conducting research, scholarship, and translation activities in collaboration with SDS community members
- Service on SDS committees. Visiting faculty are full voting members of the Academic Affairs Committee (AAC) and may be asked to serve on other academic and administrative committees.

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. 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.

Procedures

The dean of SDS is responsible for the designation of a courtesy or visiting faculty appointment. 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 dean or the director of an area (systems, analytics, design, value) or center or collaboratory may also, based on programmatic need and budgetary considerations, form a committee to conduct an open search process- soliciting applications and nominations for potential recruitment.

In all cases, before a courtesy or visiting faculty appointment is made, the SDS Academic Affairs Committee (AAC) will have the opportunity for a discussion on the candidate and a vote to provide a recommendation to the dean. The dean (or their designee) or the area lead or the director of a center or collaboratory must present the following materials to the AAC chairs(s) for review: the candidate's CV or professional biography, the potential term, a summary of expected contributions, and a brief statement highlighting how the candidate and their scholarly work align with the principles of the school.

The chair(s) of the AAC will nominate a member of the AAC to present the materials on the candidate. The AAC will vote and the ACC chair(s) will provide the vote tally to the Dean for a final decision. The dean will notify the candidate and if applicable the nominator of the final decision.

Courtesy 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.