

Criteria for Visiting Scholars

The following should govern the appointment of Visiting Scholars at NJCU. Visiting Scholars are normally honorary appointments and should be reserved for those who will bring scholarly or professional prestige to the University.

1. An application must be made to the Dean of the College/School. (Applications may be recommended by a faculty member or department chair); such application shall be made at least one semester prior to the time such person wishes to be considered for Visiting Scholar;
2. If a Visiting Scholar wishes to be affiliated with a particular academic department or program, the chair or director of the program/department must agree to such request;
3. An individual who wishes to be considered as a Visiting Scholar must present the following information in the semester or year the individual seeks such status;
 - A letter of application shall include an established record and evidence of scholarly endeavors, relevant degrees (preferably terminal degrees in a particular discipline or field), an academic vita listing all scholarly/professional accomplishments and a clearly articulated research or teaching project;
4. In all cases, the Dean, in consultation with the Office of the Provost, shall be required to recommend the individual for such status. Absent a recommendation, such request shall be denied;
5. If the Scholar's request is approved, and he/she is not a citizen, he/she will be directed to complete a data form and provide documents to the Office of International Programs in order to facilitate the issuance of visa documents
6. Per US Department of State requirements, all Visiting Scholars must demonstrate a level of English Proficiency appropriate to satisfy the objectives of their visit to the US. The Office of International Programs oversees procedures associated with on-boarding visiting scholars.
7. Visiting Scholars shall be given a letter specifying the locus of their appointment, beginning and ending dates;
8. Visiting Scholars shall be permitted to teach as adjuncts only if criteria for adjunct appointments are fully met (see Decision-Making Criteria developed by the PC/Chairs, September 2016);
9. Office space or any other support is contingent on available funding. Visiting Scholars are normally unpaid positions, unless specific and approved funding has been set aside for such purpose;

10. A Visiting Scholar shall not have any rights as a permanent University employee, nor shall such time count toward tenure or any other benefits. Visiting Scholars shall otherwise conform to all institutional policies and procedures;
11. A Visiting Scholar may be asked to terminate association with NJCU at any time if any conflicts of interest or violation of any University policies or procedures occur;
12. Exceptions to the above may be made by the President or Provost when unusual or exceptional circumstances are presented. In such cases, all parties shall be informed and reasons provided why an exception was made.