

F. Written Agreement.

For each leave of absence of any type, all variable terms of leaves of that type shall be agreed upon at the time the leave is granted. In particular, the post-leave status of any untenured faculty member in terms of years of tenure probationary period met shall be specified.

G. Budget Consideration.

The amount designated annually by the university for support of its leave program should normally equal at least 2% of the total instructional budget.

In order to encourage development of professional skills and provide opportunities for professional growth, administrators without faculty status may be recommended by the president for special leaves on the basis of individual needs.

## POLICY GUIDELINES FOR VISITING SCHOLAR APPOINTMENTS

**Title** — Visiting Scholar

**Qualifications** — appropriate combination of degree and/or experience as determined by those initiating the offer.

**Initiating the Offer** — there must be:

An individual sponsor — a member of the faculty or administrative staff  
A department or program connection — signature of chair required  
Unit endorsement — signature of dean required

**Offers should be coordinated** by the Wang Center (where international visiting scholars arrangements currently are coordinated).

**Obligations of the Host** – The initiating trio is responsible for hosting the visitor (international visitors in particular may need assistance with housing or other living arrangements). The Wang Center often is part of the initiating trio for existing formal exchange programs, but should not be expected to assume the responsibilities of "host" simply because they are the office coordinating/tracking all the visiting scholars on campus.

**There should be a letter of "affiliation"** from the Provost. The letter should identify benefits and expectations, should specify the term of the affiliation, should note whether the term can be extended, and that either party can terminate the affiliation, specifically addressing that in the event that PLU wishes to terminate the affiliation, PLU is not responsible for the Visiting Scholar's travel expenses.

**Obligations of the Visiting Scholar** – negotiated on an individual basis and identified in the letter of appointment. In general, there is an expectation of involvement in the campus community to the benefit of students and faculty (guest lectures, appearances in classes, special events with student groups, act as resource contact person for faculty and students, etc.) Further, Visiting Scholars are expected to uphold the same policies and standards of conduct as other faculty on campus.

**Perquisites of the position** – The Visiting Scholar will receive a PLU identification card (and access to the library, campus events, and a PLU email account), office space if available and endorsed by the sponsoring trio, and institutional affiliation – use of letterhead, etc.

**Other Benefits** – If the individual is part of a formal exchange program, these depend on the specific program (see Charry Benston in the Wang Center). If the individual is not part of a formal program, then the initiating trio must support any other appropriate benefits. If university resources beyond the budgets of the initiating trio are to be committed to a Visiting Scholar, then the Provost must agree in writing.

**Note:** Visiting Scholars are not PLU employees and do not receive compensation or benefits from PLU. They may become employees (part-time faculty, etc.), but such employment is subject to normal hiring procedures and an employment contract will be issued.

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