

Office of the Vice President for Research Summary of Visiting Research Faculty Policy

The Office of the Vice President for Research (OVPR) follows University policies regarding visiting research faculty, per [SPG 201.34-1](#). Visiting faculty appointments are designed for individuals whose primary employment is at another higher education institution. These appointments:

- Are limited to one year, with extensions granted only under exceptional circumstances.
- Must align with the individual's professional stature and follow criteria set by the school, college, or division.

Appointments as visiting research faculty are for one year or less, may be extended only under unusual circumstances, and are without tenure. Visiting research appointments may be made at any rank but must be consistent with the individual's professional stature. The school, college, or division will establish appointment criteria for this set of titles.

Appointment Procedures

Visiting research faculty appointments within OVPR units require approval by the OVPR. Memos requesting approval to appoint a visiting faculty member should be addressed to the OVPR, should accompany the CV of the candidate, should be signed by the OVPR Unit Directors and should include the following information:

1. Requesting OVPR unit and faculty member's name.
2. Rank and associated group/activity.
3. Justification for the appointment.
4. Anticipated start date and duration (up to one year).
5. Workload percentage, salary, and funding source.

Any appointments exceeding approved funding or extending beyond one year require prior approval from VPR. Requests should be sent to OVPR Research Faculty Affairs (OVPR.faculty.affairs@umich.edu), and the department will be notified upon review.

Key Reminders

- Benefits eligibility requires a minimum four-month appointment at 50% effort or higher.
- Visiting faculty roles are primarily research related and workload/effort should be contemplated accordingly

Resources

- [SPG 201.34-1](#) - scroll down to section I, G. Visiting faculty