

## **WIU Visiting Scholar Appointment Procedures**

1. Current tenured or tenure-track faculty member, or Department Chair/Director, recommends a faculty member or terminal degree scholar from another institution or agency be appointed to the Department as a Visiting Professor.
2. Chairperson/Director makes recommendation forwarding materials to the Dean's Office.
3. If the Dean approves, materials are forwarded to the Academic Vice-President (AVP).
4. Upon approval by the AVP, Dean's Office drafts a letter (Provost's office can provide template letter) notifying candidate that she/he has been approved as a Visiting Professor, indicating the appropriate academic year.
5. AVP/Dean forward the approval and letter to the Academic Personnel Office so that the following items can be initiated.

### **Visiting Scholars may receive the following:**

1. WIU ID.
2. Library account.
3. Access to work in collaborating faculty's laboratory.
4. Free campus parking permit.
5. When budget allows, compensation for travel including modest honorarium of \$200 for lecture to department.
6. Recognition on departmental website.