Approvals:

Sr. VP Ruth Watkins:

Sr. VP Vivian Lee:

Aug. 18, 2014

TO: Senior Vice President Ruth Watkins
        Senior Vice President Vivian Lee

FROM: David Kieda, Dean, The Graduate School

RE: Proposed Revisions to University Policies 6-317, and 6-405, combined, revised, and renamed
as 6-317 (Academic Visitors).

Attached for your approval is the final version of a proposal which will result in the existing
University Policies governing visiting scholars, visiting graduate students, and visiting postdoctoral
scholars being combined into a single policy, updated to conform with current practices, and
otherwise revised for greater efficiency and clarity. The combined result will be titled Policy 6-317
Academic Visitors.

The various changes and the reasons behind them are described in the accompanying memorandum
through which the project was previously explained to the Senate Advisory Committee on Academic
Policy, and used in consultations with the Institutional Policy Committee and Academic Senate
Executive Committee—all of which committees contributed important improvements in drafting this
final version of the policy.

With your approval, the proposal having already been twice reviewed by the Senate Executive
Committee, it will be presented for approval of the Academic Senate at its September 8 meeting (and
subsequently to the Board of Trustees). It is intended to take effect immediately upon the final
approvals of the Senate and Trustees.

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Proposal for addition/revision of University Regulation.

1. Regulation(s) involved *(type, number, subject)*: [**Revision 1 of Policy 6-317 (& elimination of Policy 6-405)**]

2. Responsible Policy Officer *(name & title)*: [**David Kieda, Dean of the Graduate School**]

3. Contact person(s) for questions & comments *(name, email, phone#)*: [**David Kieda/ Donna White — Graduate School**]

4. Presenter to Senate Exec *(if different from contact person. name, phone#)*: [**Donna White—Assoc. Dean Grad. School**]

5. Approvals & consultation status.
    a. Administrative Officers who have approved *(VP/President, name & date)*: [**Ruth Watkins Sr. V.P Academic Affairs [<mark>date??</mark>], and Vivian Lee Sr. V.P. Health Sciences [<mark>date??</mark>]**]

    b. Date(s) processed through Institutional Policy Committee: [**March 21 & April 18, 2014**]

    c. Other Committees/Councils/other Officers consulted: [**Senate Advisory Committee on Academic Policy.**]

6. Check YES or NA *(not applicable)* of documents submitted--- *(In digital form. Preferred file format MS Word doc. Special exception allowed for PDF format if previously arranged.)*
    ___YES__Explanatory memorandum *(key points of proposal, rationale)*.
    __[YES]_VP/Presidential approval signatures *(~~separate sheet, or~~ affixed to memo cover)*.
    ___YES_Text of proposed Regulation addition/revision.
    YES(If revision of existing Regulation) text changes are clearly marked, using *permanent* font markings *(not MS Word 'Track' Changes non-permanent markings unless special exception previously arranged)*.

Date submitted to Senate Office: [**June 9, 2014, & updated <mark>Aug. 19, 2014</mark>**]

After presentation the Executive Committee will consider whether the proposal is ready for the full Senate, schedule it on a Senate agenda if so, and categorize it either as i) a matter of academic significance-- set on the "Intent" & "Debate" Calendars presumptively over two monthly meetings with final "approval" voting at the second, or ii) not academically significant—set on the "Information & Recommendations" Calendar for a single monthly meeting, with opportunity for questions and recommendations from senators to the presenter. See Policy 1-001 http://regulations.utah.edu/general/1-001.php ; Rule 1-001 http://regulations.utah.edu/general/rules/R1-001.php ; Senate procedures http://admin.utah.edu/academic-senate . Further information-- Senate Secretary: Shawnee Worsley 581-5203 shawnee.worsley@utah.edu

November 27, 2013
[Updates: April 18, 2014
& Aug. 18, 2014]

Darby Fanning
Chair, Academic Policy Advisory Committee
Marriott Library
CAMPUS

Re: Proposed Revisions to University Policy 6-317 (Visiting Scholars) and University Policy 6-405
(Visiting Graduate Student or Visiting Postdoctoral Scholar)

Dear Professor

      I am writing to you to request APAC consideration of the attached revisions for University
Policy 6-317 (Visiting Scholars) and University Policy 6-405 (Visiting Graduate Student or Visiting
Postdoctoral Scholar). These revisions are necessitated by changes in the University structure and
mission since these policies were last updated (more than 15 years ago), and to change the regulation
language to align with recent changes in University Regulation language associated with career-line
faculty. In addition, the language between these two policies have been aligned to improve the
understanding of the motivation and implementation of both policies.

      University Policy 6-317 concerns the procedure regarding appointment of Visiting Scholars,
and was last was last revised January 31, 1981. The policy has been updated to reflect the following
changes:

1. The President of the University transferred management of Visiting Scholar appointments to
   the Dean of the Graduate school more than 10 years ago.
2. The term `auxiliary faculty' has been replaced with `career-line' faculty, in accordance with
   newer University Regulation language.
3. The policy has been amended to extend Visiting Scholar status to individuals with permanent
   appointments elsewhere in industry, commerce, and government. The previous policy
   restricted Visiting scholar designation only to individuals with academic appointments at
   another institution.
4. A faculty vote and endorsement of the dean is tied to the allocation or resources, rather than a
   specific department. This allows centers and Institutes to host a Visiting Scholar if they
   provide the necessary resources. Previously, a department that did not have stewardship of
   the resources of the Center or Institute was required to vote on providing those resources
   which they did not control, and the members of the Center or Institute we not allowed to vote
   on the allocation of resources under their stewardship.
5. Clarification that some of the provided benefits (e.g. parking) are not complimentary, but are
   provided at similar costs as enjoyed by other members of the University community.
6. Added access to additional resources which have now become standard in a university
   environment, including access to internet connectivity and computational resources.

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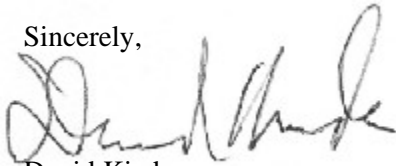(801) 581-7642 · FAX (801) 585-6749
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University Policy 6-405 concerns the procedure regarding appointment of Visiting graduate Students and Visiting Postdoctoral Scholars, and was last was last revised May 11, 1998. The policy has been updated to employ the same language as used in the revised University Policy 6-317 and include the updated items 4, 5 and 6 of the (above) list of revisions for University Policy 6-317.

The proposed revisions were drafted in September 2013 through an administrative committee consisting of Dave Kieda (Dean of The Graduate School), Amy Wildermuth (AVP for Faculty), Donna White (Associate Dean, Graduate School) and Jennifer Mabey (Associate Dean for Postdoctoral Affairs, Graduate School). The policies were then sent to SVPAA Ruth Watkins and SVPHS Vivian Lee for comment and approval. The final drafts were reviewed by Phyllis Vetter (University Legal Counsel) and the Directors of Graduate Studies of the University. The final draft was and reviewed and approved for submission to APAC by the Graduate Council on November 25, 2013.

As Dean of the Graduate School, I therefore ask you to consider these revisions to University Regulation and if you find them acceptable, to introduce them for consideration by the Academic Senate, and eventual submission to the Board of trustees and the Board of Regents. Please contact me if I can be of assistance in describing the need for these changes to policy, or if you wish me to come to an APAC meting to answer questions regarding these proposed changes.

In closing, I thank you for your kind consideration of this matter, and for your committee's ongoing work to ensure the high quality of our shared governance of the University of Utah.

Sincerely,

David Kieda
Professor of Physics and Astronomy
Dean, The Graduate School
dean@gradschool.utah.edu

Update April 18, 2014 : In preparation for the April 18, 2014 IPC meeting, Prof. Bob Flores made the following recommendations, which were both accepted as friendly amendments.

1. In order to comply with current University definitions and practice, the term *University Policy* has been substituted for the term *Policy and Procedures Manual (PPM)* in all correspondence, including this letter.
2. Consolidation of University Policies 6-317 and 6-405 into a revised single policy on the subject of "academic visitors," numbered as University Policy 6-317, and elimination of University Policy 6-405.
3. APAC members have reviewed and communicated their support for the proposal. Members of the Institutional Policy Committee have reviewed and communicated their support for the proposal.

Update August 18, 2014: As a result of discussions with the Academic Senate Executive Committee on June 16 and August 18, 2014, two types of changes are made, and with these changes the Executive Committee has approved the draft and proposal to be presented for the approval of the Academic Senate at its September 8 meeting.

　　1. Slight change of the phrasing of the passages which are intended to clarify that academic visitors (Visiting Scholars, Visiting Graduate Students, and Visiting Postdoctoral Scholars) *"are not employees of the University and therefore are not entitled to payment of compensation… or to eligibility for employee benefits paid for in part of whole by the University (such as University subsidized health insurance)."*

　　2. The requirement of consultation with faculty of the academic unit which is proposed to host an academic visitor is rephrased to allow flexibility of the method for consultation. The ordinary/default method is that the recommendation of an appointment must be approved *"by majority vote of the faculty appointments advisory committee (as defined in Policy 6-302) or equivalent committee of the academic unit."* In a typical academic department context, this requires formal voting by the tenure-line faculty members, as has been true under the existing version of the policies. (In non-departmental academic units, an "equivalent" body of faculty votes on approval).

　　 The change now made is to allow an alternative method: *"or by a subcommittee of that advisory committee to which such authority has been delegated by prior vote of the full advisory committee."* This alternative was requested by representatives of some of the large departments which have very large numbers of faculty and typically host large numbers of such academic visitors each year. They have found the requirement of voting by the entire tenure-line faculty on each such appointment to be unduly burdensome for matters that are of relatively minimal importance. In practice the alternative now being added will allow the majority of tenure-line faculty of such a department to choose, by vote, to delegate to a small subcommittee the authority to represent the entire faculty in approving these visitor decisions for a given year. No department will be compelled to use this new alternative method-- it will only be put to use if formally approved by the faculty of that department. Senate Executive Committee members recommended this solution of allowing two alternative methods and approved the final phrasing.