



To: The University Community

From: Ian Gatley, Provost and Senior VP for Academic Affairs
Theodore Johnson, VP for Human Resources
Donald Sebastian, Senior VP for Research and Development

Re: GUIDELINES FOR USE OF THE COURTESY APPOINTMENT REQUEST FORM (CARF)

Date: September 27, 2010

The following **CARF** process should be used for appointment of visiting scholars and affiliated faculty.

The Process and The Forms:

This process is collaborative among the offices of the Department of Human Resources, the Office of the Senior Vice President for Research and Development and the Provost and Senior Vice President for Academic Affairs. It is a new process which will be used to insure that the University is compliant with federal regulations, while allowing collegial research to go forward. There can be no exceptions to these guidelines.

Since these appointments are without pay and without benefits a personnel action form (PAF) will no longer be used. The host, department, and/or college dean will complete a Courtesy Appointment Request Form (CARF). Once all questions have been completely answered and all signatures have been obtained, the form will be given to the Office of the Senior Vice President for Research and Development (for visiting scholars) or the Office of the Provost and Senior Vice President for Academic Affairs (for affiliated faculty).

In addition to the completed CARF, the host department will be responsible for obtaining signatures on the Visiting Scholar/Affiliated Faculty form and the Conflict of Interest form. Upon completion of the CARF, a letter will be issued to the visitor and visa paperwork may be processed. Before the visitor may actually begin collaboration with his/her NJIT colleague(s), the other two forms mentioned above must also be signed and provided to the appropriate senior vice president's office.

Should you have any questions they should be addressed to either Norma Rubio, Ellen Lerner or Jean Feeny.

Definitions:

Visiting Scholar: This title is reserved for those who are currently employed full time by another university, company, laboratory etc. either within the United States or elsewhere. The visiting scholar is fully funded by his/her primary place of employment or his/her home country. This is a no pay/no benefits position with NJIT. These appointments require the approval of the Provost and/or the Senior Vice President for Research and Development as well as the chair/dean. A host from the department must all sign the request form and must also be available on campus for the duration of the appointment. The appointments are for a maximum one year renewable term. All visa paperwork will continue to be processed by the Department of Human Resources. Requests for e-mail and library accounts as well as parking issues will also be honored.

Affiliated Faculty: The use of the Affiliated Faculty Member title will be limited. The title will be reserved for those who are currently employed full-time and who are recognized leaders in industry, another college or university, hospital etc., but whose association with NJIT provides this university and its students with the added benefits of their experience, expertise, and unique abilities. There will be no visa issues to be resolved; there will be no salary paid by or anticipated from NJIT. These appointments are for a one year renewable term.