



MEMORANDUM

TO: James Alm, Dean, Andrew Young School of Policy Studies

FROM: Visiting Faculty Planning Committee: James Cox (chair), Angela Snyder, Dennis Young, Katherine Willoughby, and Klara Peter

RE: Recommendations for the Visiting Faculty Program

DATE: February 21, 2008 (Revised)

1. The proposal is to create an Advisory Committee on Visiting Faculty (ACVF) that will make recommendations to the Dean.
2. The ACVF will include two members from the Department of Economics (selected by the Chair of Economics), two members from the Department of Public Administration and Urban Studies (selected by the Chair of PAUS), and two members from Centers (selected by the Directors). The chair of the committee will be appointed from amongst the six committee members by the Dean.
3. The ACVF will seek balance in recommendations for funding across disciplines in the AYS.
4. Stated objectives of the program are to:
 - a. Support for research, especially but not exclusively joint research involving visitors and resident faculty
 - b. Support for visitors with interests that fall within our areas of excellence and for visitors who add breadth
 - c. Support for visitors who add school-wide benefits
 - d. Support for visitors who have additional support from AYS Centers or Departments or from grants.
5. Applications to the program will include:
 - a. A narrative
 - b. A letter of support by an AYS faculty member
 - c. A proposed budget, including specification of proposed matching funds from a Center, Department, or grant
 - d. The CV of the proposed visitor
 - e. A statement of what the visitor will be expected to do while in residence at the AYS.
6. Funded proposal applicants must submit, within one month of the visitor's departure, a brief one-page statement indicating the period of residence and the accomplishments of the residency.
7. The ACVF will solicit proposals with deadlines of August 1, October 1, December 1, February 1, April 1, and June 1, for visiting faculty starting in the current or the following academic year.
8. Eligible sponsors include faculty, center directors, and research associates, with those of more junior rank receiving higher priority.
9. Length of visits supported by the program can range from one week to one semester.
10. A primary objective of the program is to increase the number of visitors, and not to provide substitute funding for the lower number of visitors historically supported by Centers and Departments.
11. Eligible categories of funding include cost of travel to and from AYS, allowance for living expenses while in residence, research expenses, and honoraria.
12. Benefits from the program will be reviewed by a committee appointed by the Dean, as will consideration of possible proposals for future funding of the program.