

The University of Texas Health Science Center at Houston (UTHealth Houston or the University) frequently hosts distinguished scholars from other universities to lecture in their area of expertise at the department, school, or university level. These invited guests typically give a series of presentations or otherwise participate in peer information exchange or trainee education over several days, which benefits the University more substantially than a single invited seminar or grand rounds lecture. However, due to the brevity and nature of the interaction, an adjunct appointment with the University is inappropriate.

To recognize the enhanced contributions and time spent in service to the University, department chairs may request the honorary title of “*Visiting Professor in <Division/Department name>*” be granted to the invited scholar, consistent with UTHealth Houston HOOP 192, *Academic Titles*. The title does not come with additional privileges or remuneration and does not include faculty rank. An honorarium may be paid to the Visiting Professor in an amount consistent with University practice.

Criteria for the honorary title include:

- appointment at the rank of assistant professor or higher at an accredited institution of higher learning or research institute;
- a multi-day educational interaction with faculty or trainees;
- an individual not already holding an adjunct position with UTHealth Houston; and
- the individual must not be participating in an endowed, named lecture series that already provides its title.

Procedure for requesting the Visiting Professor title:

- 1) The department Chair will prepare a letter to the Dean of the school and Senior Vice President and Chief Academic Officer, *ad interim* (SVP, CAO, *ad interim*) requesting approval of the Visiting Professor title. The letter will describe the activities to be recognized in detail, not include collaborative research, including the requested title (i.e., Visiting Professor in Neonatology; Visiting Professor in Health Promotion and Behavioral Sciences), and a current Curriculum Vitae will be attached. The letter will be forwarded to the Dean, who, upon approving the request, will provide the letter and attachments to the SVP, CAO, *ad interim*, via the Office of Faculty Affairs and Development (OFAD) via OFAD@uth.tmc.edu.
- 2) OFAD will obtain review and approval by the SVP, CAO, *ad interim*. OFAD will provide a formal letter of notice to the invited scholar, with copies to pertinent school leadership, faculty, and staff.
- 3) OFAD will maintain the historical information for the faculty awarded the honorary Visiting Professor title.

Limitations:

This title is not intended as a replacement for the University’s [Visiting Scholars Program](#). Visiting Professors are typically limited to one week in duration, and the purpose of the visit is educational in nature. No research or patient care activities should be performed and no guest account or badge access should be granted. A Visiting Professor should be escorted at all times while on campus.