

III-25
WITHOUT SALARY VISITORS
(Revised 4/25)

I. Definition

A person on temporary leave from a non-UC academic appointment, other employment, or student enrollment at a non-UC institution or entity may be appointed as a Without Salary Visitor. Appointees to this title participate in short-term educational, research, or other academic projects under the supervision of an academic appointee.

See APM 430 for System Wide policy on Visiting Scholars and Other Visitors.

II. Appointment Criteria

A. Appointments may be made as:

Visiting Scholar: Job Code CWR015
Visitor (Graduate Student): Job Code CWR003
Visitor (Undergraduate): Job Code CWR016

B. A Visiting Scholar must possess an appropriate terminal degree (e.g., PhD) or equivalent experience. A visitor (Graduate Student) and Visitor (Undergraduate) must be enrolled in a degree granting program or equivalent at a non-UC institution of higher education.

C. The appointment must serve an academic purpose for the unit in which the individual is appointed.

III. Terms of appointment

A. Appointments may be made for short periods not to exceed one year (12 months), and more typically, for six months or less, and are self-terminating. Because appointments are intended to be short-term, reappointments should be rare.

B. Service as a Visitor does not constitute employment status or student status at the University. Visitors are bound by all rules and policies of the University of California.

IV. Compensation

A. Appointees in these series are not eligible for compensation via the payroll system.

B. Visitors must be self-supporting, and should be asked to provide evidence, appropriate to the duration of the appointment, of adequate support from external sources.

C. Visitors are ineligible for salary or wages, but they may be eligible for reimbursement of expenses as outlined in the Business and Finance Bulletin G-28 or for supplementary support in the form of a cost of living allowance

V. Appointment Procedure

Appointments are processed by submitting a [Contingent Workers Appointment Form](#), a Patent Acknowledgement form, and an up to date UCSB Biography form to the Academic Personnel office. Departments should also ensure the candidate has submitted the Misconduct Disclosure Form prior to appointment. All appointments are to be entered into UCPath by the department.

VI. Approval authority

Action
All Actions

Authority
Department Chair or Director with post-audit by Academic Personnel