

## POLICY ON FACULTY EXCHANGE

The University will attempt to facilitate and support the opportunities for faculty to participate in faculty exchanges with other institutions of higher education, domestic and foreign, and with other appropriate organizations. The University is a member of the National Faculty Exchange and, as appropriate, will join and cooperate with other exchange programs. Faculty are encouraged to participate in exchange opportunities. The Office of the Vice President for Academic Affairs has responsibility to coordinate exchanges, to facilitate the identification and use of exchange opportunities, and to assist individuals and departments in exchange activities. Information, including procedures, will be disseminated by the Office of the Vice President for Academic Affairs.

1. All probationary and tenured faculty members are eligible to participate in exchanges. Departments/Programs and Deans must judge whether an exchange is in the interest of the unit and the faculty member(s) involved.

Specifically, units must determine the way in which the leaving member's responsibilities would be covered in his/her absence and how that replacement would be supported. Typically, a person from another institution would fill the position. Other approaches also may be possible, e.g., receiving a person in exchange in another area of the University and transferring the position (allocation) to the department from which our faculty member left. The department chair and school dean shall make a recommendation to the Vice President for Academic Affairs on each proposed faculty exchange.

2. The Vice President for Academic Affairs may approve an exchange for any length of time; usually exchanges will be for one semester or one academic year.
3. The University will continue to pay the faculty member's regular salary and fringe benefits while he/she participates in an approved exchange. The faculty member, in effect, continues to be employed by the University. A faculty member preparing for exchange or on exchange will not be considered differently for purposes of annual salary decisions. Possible impact upon retention, tenure, or promotion decisions shall be communicated to the individual.

Funds for relocation expenses for the exchange participants are not provided by the University.

4. Incoming exchange participants will remain on the salary line and fringe benefits package of their home institutions. Any modifications of these arrangements must be negotiated prior to completion of the Memorandum of Agreement for the exchange.

The intent of the University is to provide incoming faculty the same access to opportunities and resources as regular members of the faculty, except as prohibited by Trustee or University policy. Research and instructional facilities, travel funds, tickets to cultural and athletic events will be available to visiting faculty on the same basis as regular faculty.

5. The duties of incoming faculty members will be specified in a Memorandum of Agreement prepared in the Office of the Vice President for Academic Affairs and signed by the member and the school dean. This memorandum will describe the teaching/research/other duties expected during the exchange period.

Assignments and duties of CSUF faculty exchanging to another institution should be specified by a similar Memorandum of Agreement.

6. Department chairs in cooperation with department faculty will have the primary responsibility for normal orientation, assistance, and support to the incoming exchange faculty member. Every effort should be extended to make the individual welcome.
7. Exchange programs exist and succeed largely upon the good will and diligence of the member institutions and participants. It will be the policy of California State University, Fresno to honor commitments made in exchange programs and individual exchanges it enters. Departments and individual faculty members will be expected to complete exchanges they have pursued and agreed to accomplish, unless extenuating circumstances arise.
8. Any agreements to exchange homes, apartments, etc. or personal belongings are negotiated between the individual exchange participants and the University assumes no responsibility for such agreements or any aspects of such agreements.

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Approved by the Academic Senate  
Approved by the President

March 1987  
April 1987