

**BRIGHAM YOUNG UNIVERSITY**

**MEMORANDUM**

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Craig H. Hart  
Associate Academic Vice President-Faculty  
D-387 ASB

**TO:** Deans  
**FROM:** Craig H. Hart  
**Date:** 16 December 2010  
**RE:** Visiting Faculty and Retroactive Reclassification

As a result of the hiring freeze, we have numerous visiting faculty on campus. As stated in John Tanner's memo announcing the lifting of the hiring freeze (12-10-10), ". . . in those cases where approval is given to fill a faculty vacancy, including slots currently occupied by visiting faculty when the term of their visit expires, it is critical that there be an open and vigorous search to identify the most qualified candidates."

In instances where visiting faculty apply for CFS-track positions and are subsequently hired, you should be aware that they are not eligible to have time served as a visiting faculty count towards their retirement benefits. Current visiting faculty are in an "excluded class" with respect to benefits, which means that they are ineligible for university-funded retirement benefits. If they are hired into CFS-track positions after a full and vigorous search, they are placed in an "included class" which makes them eligible for retirement benefits.

I encourage you to inform your chairs and directors of this policy so that no ill-informed promises regarding retroactive retirement benefits are made to visiting faculty who are being considered for CFS-track positions. Thank you for your assistance in this matter.

CHH/kp