





THE AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

Office of The Provost

Policies and Guidelines

AUC Distinguished Visiting Professors Program (DVP)

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AUC Distinguished Visiting Professor program (DVP)

1. Introduction

The AUC Distinguished Visiting Professor program is a special initiative with university wide support, mission, and focus.

Aligned with the university strategic plan, the goals of the program are:

- To support the expansion and strengthening of international partnerships.
- To expand international learning experiences for all students.
- To ensure maximum impact of the university's research through both knowledge exchange activities and promotion of the university's research.

Every academic year, up to two nominations are welcomed from each school (including ALA).

Individual full time faculty members may nominate candidates. However, these nominations should be screened and approved by the nominator's department and school.

The Provost may seek balance with regard to disciplines represented, but need not mechanically rotate the award between schools, and preference will be based on a specific pre-defined rubric.

2. Guidelines

2.1 Eligibility for nomination

- The nominees entitled for applications are ones who are likely to have an impact in the area(s) they are nominated for.
- They are likely to present an added value to the students and graduates in the fields of teaching, research, creative work and/ or services.
- They may be either within one discipline or whose contributions appeal to multiple disciplines.

2.2 Possible engagements of the visiting professor

- Teach two academic courses related to the field of study
- Conduct cooperative research with AUC faculty
- Guide student projects/ theses of interest to the department / school
- Help in enhancing curriculum development.
- Contribute to talks to AUC faculty and students as well as public at large



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- Take up any other activities in creative work and services during his/her stay
- Support the expansion and strengthening of international partnerships

2.3 Procedure

- The Office of the Provost issues a call for nominations for DVP in February and September of each year.
- Each school can submit up to two nominations each call
- The full time faculty member may nominate the candidate but it has to be screened and approved by the department chair and the School Dean , who should also write their assessment and recommendations
- The automation of the system is from the faculty member to the departmental chair level. The department Chair is then requested to evaluate the application and send his/her recommendation to the school Dean by email.
- The deadline of finalizing the above steps is three weeks.
- Once the list of nominees reaches the provost's office, the Associate Provost of Research, Innovation and Creativity is responsible for the assessment of all applications and prioritizing them according to a predefined, announced rubric.
- The list of the recommended prioritized candidates are presented to the Provost Council for the final selection and decision making.
- Decision should be made within 3 weeks of the deadline for submission
- The AP-RIC notifies the schools of the approved DVP lists

2.4 Time

The school is free to suggest one of the time frames stated below

- One month: to cover the Winter semester
- Two months: to cover the Summer semester
- Four months: to cover the Fall or Spring semesters
- Nine months: to cover the Fall and Spring semesters

2.5 Funding

The recipient is eligible for a round trip economy class airfare. He/ She is entitled to a compensation up to 10,000 US dollars per month. The compensation may vary according to the status of the visiting professor. The applying department will write the expected compensation package, which will be considered as one of the criteria for evaluation. This will allow for the maximum use of funds designated for this purpose.

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2.6 Responsibilities of the nominating units

The department(s) hosting the recipient is responsible for all other costs related to instruction, office, and clerical support (copying, space, office phone, etc.). The host department(s) should handle all arrangements. Such arrangements could include (though are not limited to) travel, helping the recipient access resources such as IT support, University libraries, equipment, campus parking, as well as providing any appropriate advice on housing and living in the local community. The nominating department will be responsible for making all expense reimbursements for the recipient during the term of the professorship. Host department also must arrange for public lectures so that students and faculty in other disciplines may participate in the exchange of ideas.

2.7 Feedback

The AP-RIC office is responsible for soliciting feedback on the value of the visit from all beneficiaries to be used as a reference for future evaluations

2.8 Content of the application

1- Nominee Information:

- a. Name
- b. Affiliation and Occupation (University, Company, Current career etc.)
- c. Address
- d. Citizenship

2- Contact (person designated to contact this nominee).

3- Disciplines/Topics/ Areas of interest to be covered by DVP.

4-Terms proposed

- a. Time frame suggested
- b. Requested compensation

5-Nomination letter from the department that should include:

- a. Description of how candidates background and skills will enrich the knowledge in the department, school and the campus at large
- b. Full plan by the applicant of the activities on teaching, research ,services and any other requirements by the school
- c. Support letter from the Chair, and Support letter from Dean

7-Evidence of exceptional teaching and/or research skills; or exceptional scholarly, creative and artistic achievements.

8- Candidate academic metrics (e.g. H-index)

9- The candidate's curriculum vitae, including lists of publications and grants received.