

DIVISION OF ENGINEERING AND APPLIED SCIENCE
Recommendation for Appointment
Visiting Professor

Visiting Professors (of different ranks, Assistant, Associate, Full) must hold professorial rank or its equivalent at their home institution and must teach at least once course while in residence at the Institute. Appointment is full-time with stipend, for a minimum of one full quarter; visiting professors are members of the faculty.

Option Information					
Faculty sponsor:		Dept. / Option:			
Prepared by:					Ext.
Please list the Caltech mail code and office assignment for visitor:					
Mail Code:		Office :		Ext.:	

Candidate Information					
Full name:					
Address:					
Phone:		Email:			
Birthdate:		Place of birth (city, state, country)			
Citizenship:			Marital status:		
Visa status (for nonresident aliens currently in the U.S.)	Type visa:		Exp. Date:		
If family members will accompany NONRESIDENT ALIEN, provide the following information for each family member:					
Name	Relationship	Birthdate	Birthplace (city, state, country)	Citizenship	

Candidate's Permanent Position

Employer:			
-----------	--	--	--

Title:		Hire date:	
--------	--	------------	--

If nonresident alien is to be supported by outside funding, declare amount of support and the name of the outside supporting agency. A letter from the provider of funding, indicating the amount and the funded period **MUST BE INCLUDED** with this form. Proof of support in the amount of \$40,000/yr., minimum, is required for nonresident aliens.

US\$:		Agency:	
-------	--	---------	--

Professional Experience

Academic record

Degree	Major	Year Granted	School

Positions Held

Appointment Information

Period of appointment (how many months):		Proposed effective date:	
---	--	-----------------------------	--

NOTE: Recommendations must be submitted to the Division Office at least one week before the Faculty Records Office submission deadline of 4 weeks for U.S. citizens/perm. residents and 8 weeks for nonresident aliens

Caltech salary amount:	
------------------------	--

Budgets to be charged:		
PTA #	Alias #	Percentage
Health insurance coverage is required. If visitor will be paid a minimum of \$1,000/mo from Caltech funds, he/she is eligible for staff benefits. If visitor will be funded by an outside agency, indicate who will pay for health insurance: the appointee, outside supporting agency, or the host's Caltech account (provide PTA#)		
Health insurance will be paid by:		

Special Allowances

Are you providing for relocation, housing, or per diem expenses? If yes, list the maximum \$ amount and the POETA here:

Amount:		PTA#	
---------	--	------	--

Summary of Qualifications and Research to be Conducted

Please provide a brief description of candidate's qualifications, research to be conducted, and class to be taught:

--

Division Approval Process

Faculty sponsor's signature		Date	
-----------------------------	--	------	--

Submit forms to Maria Cervantes by email maria.cervantes@caltech.edu