

December 1, 2006

MEMORANDUM

To: Deans Allen, Cordeiro, Hardin, Healy and Cole

From: Mrs. Debbie Gough, Assistant Provost

Re: Summer Distinguished Visitors

This Memorandum will serve as a reminder of the agreement about summer distinguished visitors, and refresh your memories on the process to be used if you wish a university apartment included in the deal.

Many years ago, the Deans agreed on the following:

Concept of Distinguished Summer Visitors: To be encouraged as a "come-on" for more students, as long as we are moderate in the number of these, since they are more expensive.

Stipends: Regular summer session stipend, with limited exceptions, which should be discussed with the Provost.

Other Benefits: Round-trip coach fare to San Diego for faculty member (not for family members), and rent-free university apartment for the session in question. (Occupancy of the apartment should coincide with the teaching, with a day or two at each end possible.)

We cannot make the rent-free apartment available to anyone from out of town who happens to teach in summer, but only to those of some distinction; obviously your summer budgets pay the rent.

Apartments are reserved on a first-come, first-served basis up to the limited number, which we can manage. USD may not be able to accommodate all requests. The earlier the request, the better (preferably before the end of the fall semester preceding the summer in question).

Apartments will be reserved only for specific names. They will not be reserved ahead of time for "whatever distinguished visitor will teach that class." A specific authorization should be sought for each summer visiting appointment, which involves an apartment. Each request should be made on the form attached, one visitor to a sheet.

I would appreciate your sharing this Memorandum with those responsible for summer visitors. The request form is on the following page and on the Provost's web site.

MEMORANDUM

To: Provost's Office

From: _____

Re: Request for Housing Authorization for: Summer Session, 20____
Interession, 20____ or _____ Semester, 20____
(fall/spr.)

Name of Prospective Faculty Member: _____

School/Department: _____

Teaching Assignment: _____

Approximate Occupancy Dates: _____

Rationale for USD Provision of Housing:

To be filled out by Provost's Office:

To: _____

Approved, contingent upon availability: _____

Not approved, because: _____

PLEASE CONTACT HOUSING REGARDING ARRANGEMENTS FOR DEPOSIT.

Signed: _____

Dated: _____

Cc: Housing Office
Requester