



## University Policy Statement

### UPS 108.000

## Visiting Scholars and Other Formal Delegations of Visitors: Procedures and Expectations

Visiting scholars can enrich faculty and student research, broaden and enliven teaching, and in myriad other ways contribute to campus teaching and learning activities. A visit from a formal delegation may lead to a variety of partnership activities, including exchanges, training programs, reciprocal invitations for visits, and other activities. Visiting scholars and formal delegations can help the University to achieve its goal of promoting a global perspective.

In light of these potential benefits, the University encourages requests from Host Departments for invitations to visiting scholars and delegations. This policy sets out expectations and procedures for requesting such invitations and for hosting visiting scholars and delegations. Note that the hiring of faculty from another country for a standard job opening does not fall into this category of visiting scholar. Non-United States citizens who are hired to take faculty positions at the University would normally not be visiting scholars, but instead, would be probationary or temporary faculty whose conditions of employment would be overseen by Faculty Affairs and Records. The circumstances set forth in this policy should be distinguished from those that govern the appointment of temporary faculty; if a Department wishes to appoint a visitor as a lecturer or visiting professor, the procedures for the appointment of temporary faculty shall be followed.

This policy applies to two types of visitors:

**Visiting scholars**, for the purpose of this policy, are defined as academics from universities, research institutes, or similar organizations with missions well aligned with higher education in the United States (U.S.) in general and with the mission of the University in particular, who take up temporary residence in an academic Department on campus. Visiting scholars may be from institutions in the U.S. or abroad.

**Formal Delegations of Visitors** are groups of individuals from other institutions or other countries, which may include academics, but may also be comprised of (or may include) other professionals whose plans call for visiting the University for short periods, for the purpose of research, training, or other educational or professional enrichment provided by the University and its affiliates, or for mutual benefits of the provider.

This policy uses the term “visitors” to refer inclusively to both visiting scholars and formal delegations of visitors. This policy does **not** apply to informal delegations or guest speakers who are invited at the request of a professor or other individual.

### I. Procedures for Nominating and Inviting Visitors

Nominations of visitors emerge from Host Departments, which are those the University, academic units, Colleges, Institutes, or Centers that wish to enrich their field and the academic or professional life of the visiting scholar(s) or delegation(s) by extending an invitation to the

scholar(s) or delegation(s). In addition to academic units, hosts may include the President, Provost, Vice Presidents, or other administrators. When administrative offices host visitors, they assume the roles and responsibilities of a Host Department, as articulated in this policy.

An invitation to host a visiting scholar or delegation entails certain obligations on the Host Department or administrator extending the invitation. Departments, Centers, Institutes, individual faculty members, staff and/or students may request that invitations be sent by the University but may not issue official invitations in the name of the University, or in the name of any part of the University, such as a Department, employee organization, or committee. Thus, all invitations on behalf of the University to prospective visitors must be extended by the President, the Provost and Vice President for Academic Affairs, or for prospective visiting scholars or delegations from outside the United States, by the administrator over International Education & Engagement (IEE).

When a request to host a visiting scholar or delegation is made by an office other than that of the President, Provost, or administrator over IEE, the requesting party shall complete the **Visiting Scholar Application**. If the requesting party is an academic Department, an individual faculty member, or a Center or Institute, the nomination must be approved by the Chair (or Director) and the appropriate Dean, prior to being forwarded to the Office of the Provost.

Bearing in mind that the University encourages invitations to visitors, the Dean should review the request, its proposed draw upon resources, its probable benefits, and the quality of planning for the visitor's stay and contributions to the Host Department. Upon his or her approval, the Dean will endorse the Visiting Scholar Nomination Form and forward it to the Provost and Vice President for Academic Affairs (for domestic visitors) or the administrator over IEE when the visitor is from abroad.

## **II. Visitors: Support and Expectations**

The University may invite visitors under various terms and conditions.

### **A. Financial Support**

Visitors are typically invited without specific salary or other support from University funds, other than the courtesies and general support identified in item II.B. Most visitors have their salaries and support paid by their home institutions under sabbatical or other leave programs.

Visitors may also be supported by third-party funds. Examples include external grants, fellowships such as those provided to international visitors by the Fulbright Program, and programs sponsored by government agencies, such as the U.S. Department of State.

In some circumstances, visitors may be offered salary and/or other specific support from University funds or from funds such as grants administered by the University Auxiliary Services Corporation. Visitors supported by such funding must have an offer of financial support approved by a Dean or other appropriate administrator.

Visitors must have sufficient funds for the duration of the proposed activity including funding support for family members, if any. This information will be sent to the visiting scholar from the IEE office. Visitors are required to have health insurance for themselves and dependents in effect for the duration of their stay.

## **B. University Obligations to Visitors**

In general, the University is committed to providing at least minimal support for the research and scholarly or creative activities in which visitors will be engaged during their stay. Visiting Scholars shall be provided a Titan Card (University ID), and access to the University Library with privileges at least equal to those provided to temporary faculty. It is expected that the inviting academic unit will provide visiting scholars with access to appropriate office space in the Host Department, access to a telephone and a computer, opportunities to share in the intellectual and academic life of the inviting unit, and an appropriate and courteous informal welcome by colleagues. A request for invitation may be denied if an academic unit is unwilling or unable to provide this level of support. These and other appropriate commitments shall be detailed in the official letter of invitation.

In extraordinary circumstances, a visitor may request or be invited to teach while in residence. In such cases, the visitor may be appointed as a volunteer faculty member, provided that s/he has the appropriate qualifications and language facility to do so.

## **C. Expectations of Host Faculty and Host Departments**

Before endorsing the nomination of a visitor, the Department Chair should consider whether appropriate space and facilities are available to host the visitor, whether a Department faculty member has been identified who is prepared to act as special mentor and colleague, particularly at the beginning of the visitor's stay, and, more generally, the benefits and costs for the unit associated with hosting a visitor. The Department Chair should also consider whether there have been or may be prospects for reciprocity with the proposed visitor's home Department and university.

Upon the initial arrival of a visitor, the Host Department shall provide an orientation to the University, including reference to relevant policies and procedures. Additionally, for visitors from abroad the Department Chair or designee shall assure that the visitor checks in with the International Education & Engagement (IEE) Office on the first day on campus. The Department Chair or designee shall also assist the visitor in complying with the required notifications to the IEE Office as outlined in part E. of this policy.

Host Faculty and Host Departments agree to the following stipulations:

1. The Host Department will provide assistance where possible in terms of accommodation, transportation needs, office space, library/lab facilities and computer access.
2. The Host Department has determined that the visitor has adequate English language proficiency to engage in the proposed activity and to adjust to daily life in the United States. The US Department of State (DOS) requires that all prospective/new exchange visitors coming to US universities in J-1 status demonstrate sufficient English proficiency; proficiency levels are stated on the IEE Website, Visiting Scholars/Exchange Visitors page.
3. The visitor will engage only in the activities listed on the Visiting Scholar Application for the duration of the proposed visit. Extensions are subject to the approval of the Host Department and, when the visitor is from abroad, completion of the proper immigration documents.

*A request for invitation may be denied if:*

- The Host Department/faculty cannot articulate the probable benefits to their own research, teaching, and professional lives that the presence of a visitor would bring.
- No member of the Host Department or Academic Unit stands ready to offer personal assistance to the visitor, especially upon the visitor's initial arrival.

#### **D. Expectations of Visitors**

Visitors are expected to comply with the University and CSU policies, including all applicable state and federal laws. Visitors conducting research are expected to check in with the Office of Research prior to commencing research activities and check out with the Office of Research prior to departure. Additionally, if the visitor expects while in residence to engage in research involving the use of human subjects, live vertebrate animals, biohazards, or radioactive materials, arrangements should be made and necessary approvals obtained well in advance of arrival on campus. A failure to comply with these regulations may result in revocation of an invitation to the visitor.

#### **E. Special Conditions Regarding Visitors from Abroad**

In order to develop and draw upon experience in managing technical visa issues, interactions with the Department of Homeland Security, U.S. consulates and embassies and others, and in order to maintain appropriate records and consistent campus policies, the administrator over IEE shall write all official Letters of Invitation to scholars and delegations visiting from abroad.

The IEE Office will work with the Host Department and the visitor to facilitate applications for an appropriate visa for the visitor and any dependents.

United States federal regulations require that the whereabouts and status of international visitors be known to IEE Office at all times. Specifically, visitors from abroad must:

- check in with the IEE Office in person immediately upon arrival in the United States,
- provide the IEE Office with their addresses while in the United States,
- notify the IEE Office of any changes in local address while in residence at the University,
- notify the IEE Office of any personal or professional travel outside of California prior to undertaking such travel, and
- check out with the IEE Office immediately prior to departure from the United States.

The IEE Office shall also inform international visitors about any other required conditions of their stay in the United States.

Source: Executive Committee

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