

Procedure for Visiting Scholar

Procedure Title: Visiting Scholar

Department Responsible: College of Education

Contact Person and Title: Department Head and Director of the Office of International Programs (OIP)

Procedure: The COE recognizes the importance of appointing visiting scholars to enrich the experiences of our faculty and students and to build important relationships across the world.

The guidelines include the following:

- Faculty interested in supporting a visiting scholar should start by consulting with their department head. Consultation with the COE Director of International Programs is important after department head approval.
- All visiting scholars must be supported by a letter from the relevant department head. The letter is, in effect, a promise to look after the scholars during their time here by meeting with them and otherwise assisting with their questions, concerns, and requests.
- The COE will provide the scholar with office space, use of a personal computer, access to the University's internet and technology systems, and the University Library System.
- The Office of International Programs will assist with communication with the Capstone International Center – International Student and Scholar Service office.
- There is no expectation for the scholar to teach courses or to work with graduate students unless it is negotiated with the department head.
- The scholar must be funded and supported by sources other than the College of Education or the University. The College will not provide any visitor with a salary, employment benefits, travel, or other expenses.
- The College puts a limit of 3 visiting scholars in the College per semester. Requests have to be made at least six months in advance of the scholar's scheduled arrival on campus.

What Policy is Connected? UA Faculty Handbook, Chapter 2, Section II-H; Chapter 3, Section X

Scope: College of Education Faculty