

Visiting Researcher Appointment Responsibilities and Procedures

No Visiting Researcher may begin to work until all of the following processes have been completed.

Responsibilities and Activities of the Faculty Member Intending to Host a Visiting Researcher

1. A faculty member (the Faculty Member) who wishes to host a Visiting Researcher should send a request for the appointment to his or her Academic Unit Head (AU Head). A “request for appointment” memo (the Memo) should be written to the AU Head by the Faculty Member. The Memo must state the name of the Candidate as it appears on official documents (this is critical for international candidates), name of the research project, name of supervising professor(s), and the dates of appointment (must be specific calendar dates).
2. Appointments may be made for a period up to one calendar year. Reappointments can be made after the initial end date.
3. A Curriculum Vitae (CV) of the Candidate, which includes his or her email address and academic degrees, must be included with the Memo.
4. Visiting Researchers must have at least a Master’s degree. A copy of the diploma of the Candidate must be attached with the Memo to the AU Head.

Responsibilities and Activities of the Academic Unit

1. After the AU Head receives the package from the Faculty Member, he or she should write a memo to the Dean of the Graduate College. This memo should be similar to the Memo from the Faculty Member. The entire package (2 memos and CV) should be sent to the budget administrator of the College or School with which the Faculty Member is affiliated.
2. The budget administrator and the Dean of the College, if the Dean is not also the AUH, should approve the memo to the Dean of the Graduate College and forward the package to the Assistant to the Dean of the Graduate College.

Responsibilities and Activities of the Graduate College

1. The Graduate College will determine the completeness of the package and check that the Candidate has the required degree.
2. The Assistant to the Dean of the Graduate College will prepare the appointment letter and enter the information in the Visiting Researcher Database.
3. The Dean of the Graduate College will sign the appointment letter.

4. The original letter will be sent to the Candidate.
5. Copies of the letter are sent to the Faculty Member, the Academic Unit office, the Academic Dean's office if different from the Academic Unit Office, Human Resources, and the Provost's office. A copy is retained in the Graduate College along with all memos and copies of the CV. Original CV is forwarded to Human Resources.
6. The Candidate will be directed to HR to receive an ID card and email address.

NOTE: The International Center does not receive a copy of the appointment letter. The Faculty Member who is making the hire must contact the International Center and inform them that an international appointment has been made.

REVISED APPOINTMENTS:

If there is a need to revise an existing appointment caused by change of dates or for any other reason, a revision must be completed. A Faculty Member would follow the procedure described above, except that the CV is not required.

REAPPOINTMENT LETTERS:

If a Faculty Member intends to reappoint a Visiting Researcher, the above steps must be followed with the exception of the CV noting that reappointment can be made for up to one year.

If you have any questions regarding the appointment process contact the Assistant to the Dean in the Graduate College at 567-3097.