



# Appointment for Visiting Scholar

**NOTE: All requests must contain this Form, CV and Justification Memo**

## General Information (Refer to policy (C60) on reverse side)

Date Submitted: \_\_\_\_\_ Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Visiting Scholar: \_\_\_\_\_ New Appointment:  Yes  No

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_ Degree: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Ethnicity**

Hispanic  Non-Hispanic

**Race (Check all that apply)**

American Indian/AK Native

Asian

Black or African American

Hawaiian/Pacific Islander

White

## Affiliate Information

**Attach justification memo for appointment**

Desired Start Date: \_\_\_\_\_ Desired End Date: \_\_\_\_\_ Affiliate's Home Org Code: \_\_\_\_\_  
(Note: Not to exceed one year) (Must be department)

Signature Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Visiting Scholar: \_\_\_\_\_ Date: \_\_\_\_\_

Date Entered: \_\_\_\_\_ Entered by: \_\_\_\_\_

UNM ID: \_\_\_\_\_ Email Sent : \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

## VISITING SCHOLARS

As a matter of academic tradition and courtesy, the University welcomes on its campus scholars from other universities who, because of sabbatical or research opportunities, wish to spend a period of time on campus and to have official affiliation with the University during that period. When such affiliation takes the form of lectureships or visiting professorships, appointment procedures follow regular administrative channels. When a visitor wishes not to teach, but to conduct independent research, another form of appointment becomes appropriate. In order to establish a clear understanding of the prerogatives and obligations of such visitors, and for the benefit of those members of the faculty who are asked or wish to promote such visits, the following guidelines are set down.

- 1. Appointments.** Suggested titles are Visiting Scholar, Visiting Research Scholar in . . . (department or field). The visitor or the department should initiate the negotiations and work out the specific arrangement, subject to approval by the dean and Provost/Vice President for Academic Affairs and the issuance of a letter of appointment by the latter.
- 2. Auditing of Courses.** With the consent of the classroom teacher, Visiting Scholars should be allowed freely to audit University courses. At the discretion of the teacher or the department, such scholars may be invited to participate in fields of their competency, but no formal teaching or lecturing arrangements should be entered into without consideration having been given to the question of adequate compensation.
- 3. Departmental Affiliation.** Traditionally, visiting appointments are made in academic departments. While other forms of affiliation are feasible (for instance with a college, the School of Law, or the School of Medicine), the chairpersons or deans most closely interested in such an arrangement should always have the opportunity of weighing the merits of the appointments. Therefore, they should be consulted, and if they concur, should have the privilege of writing the official letters of invitation. Depending on the inviting department's inclinations, such a visitor may be included in departmental activities, consistent with established University policies and regulations.
- 4. Financial Arrangements.** It is important to specify in writing what the financial arrangements under a visiting appointment are to be, if any. Typically, if a scholar comes to the University on his sabbatical with his own university's normal support, or with partial support from a foundation (such as a Guggenheim Fellowship), the University should absorb the costs of making library resources or desk space available. If on the other hand the visitor is in a scientific or engineering field and expects to use University equipment for his research, other equitable arrangements should be mutually agreed to. If the visitor is officially sponsored by a government agency or foundation such as the National Science Foundation, the Conference Board of Associated Research Councils, or the Commonwealth Fund (the latter two bring foreign scholars to U.S. universities), then the University should attempt to recover some of the administrative and other costs it incurs in having the scholar on campus. A contribution of perhaps \$500 might be solicited from the sponsor, to become available principally to the department of affiliation. Agencies and foundations are increasingly aware of the fact that such arrangements are equitable in the case of visiting scholars sponsored by them. The Provost/Vice President for Academic Affairs should be responsible for negotiating such financial arrangements.
- 5. Foreign Visitors.** The Office of International Programs and Services should be involved from the very start in any plans for appointments of foreign scholars so that misunderstandings and embarrassments arising out of visa and immigration status can be avoided.
- 6. Housing.** It is presumed that the University will bear no responsibility for housing arrangements, and that dormitory space will not be made available to visitors.
- 7. Insurance.** Prospective visitors should understand the importance of having health and accident insurance coverage in force while visiting the University. Presumably their own home-campus coverage would extend to a stay here, but the appointing person at the University should assure himself that reasonable arrangements exist. This is particularly critical in the case of foreign visitors.
- 8. Records.** It is beneficial that simple records of such appointments be centrally kept by the Faculty Contracts Officer. Where this is neglected, embarrassment may ensue. Visitors have been known to have stated, in good faith, that they spent Semester I of academic year "X" at University "Y," but when a prospective employer or a Federal agency checks, no record of affiliation emerges.
- 9. Time.** Typically, such appointments should only be considered where the stay is planned for a period longer than one month. It might be for one semester, but should not exceed one academic year.