

Visiting Scholars

1. The Office of Research recently re-defined the definitions for who approves paperwork. See Procedure on Visitors Engaged in Research policy.
<https://uthsc.edu/research/documents/procedure-on-visitors-engaged-in-research.pdf>
2. Department reviewers are responsible for vetting and collecting all backup paperwork, obtaining the Department Chair and Business Manager or Director approvals on the Visitor Information Package route sheet.
3. Departments should send completed packet (required backup documentation and Visitor Information package with signatory page) to Donna Wilkinson.
4. Donna will review and disseminate for college approvals. She will then return the packet to the departments for completion of the process.

UTHSC Faculty Handbook

6.6.1 Visiting Professors

A **Visiting Professor** is an individual whose appointment is necessary in a specific college because of exceptional professional qualifications. The title of Visiting Professor should be restricted to those individuals who have made substantive contributions in their field and whose knowledge and skills would be of value to a particular college/academic program at UTHSC.

Selection of a candidate to serve as a Visiting Professor is normally initiated by the Dean or his/her designee at the request of a department chair in consultation with his/her faculty using the procedure below:

1. Colleges wishing to host a scholar from another institution will inform the Office of Academic Affairs, indicating the time frame of the proposed visit. UTHSC Faculty Handbook 55 Last revised August 2018
2. A Visiting Professor appointment will be handled as a limited term faculty appointment with waiver of letters of reference and the Faculty Appointment Agreement Form, based upon justification by the appropriate Dean and department chair.
3. The term of appointment may not be less than one month nor exceed one year in duration. Extensions beyond one year require approval of the UTHSC Chief Academic Officer.
4. Following appropriate collegiate consideration, the Dean will submit the proposed appointment with proper documentation to the UTHSC Chief Academic Officer.

If approved, the UTHSC Chief Academic Officer will initiate a letter of appointment for signature by the appropriate Dean. A copy of the appointment letter, curriculum vita and supporting documents will be maintained on file in the Office of Academic Affairs.

(Rev 8.14.2018)

If your request meets the Faculty Handbook criteria, e-mail the COM Sr. Associate Dean of Faculty Affairs, Polly Hofmann (phofmann@uthsc.edu) and cc: Donna Wilkinson (dwilkin1@uthsc.edu). The individual should hold a terminal / doctoral degree to be considered a visiting professor / scholar.

The request from the Department Chair must provide the following information:

- Where they are from
- Length of stay
- Expertise
- PI's lab and duties
- Salary compensation
- Verification of degree
- Health insurance coverage

The J1-Visa application provides much of the information needed to approve a visiting professor. Please include a copy if available.

If approved by the Dean, you will need to coordinate submission of the forms listed below with human resources and enter the visiting scholar into IRIS once they arrive on campus.

If hired as a Friend - Visiting Scholar the following documents are required:

- Background Check (Approximate fee of \$100 for Internationals & copy of passport or ID Card)

<http://www.uthsc.edu/hr/employment/documents/fair-credit-form-2016-revised.pdf>

- Copy of Passport
- Government ID Card (International only)
- Health Insurance Waiver (Must be Notarized)

<http://www.uthsc.edu/hr/employment/documents/health-insurance-waiver-corrected.pdf>

- Occupational Risk Assessment

<https://www.uthsc.edu/hr/employment/documents/occupational-risk-assessment-interactive-2016.pdf>

Additional Documents if hired with salary

- Personal Data
- W-4
- Direct Deposit
- I-9 Form