

## **Overview**

This policy applies to unpaid visiting scholars with appointments at other universities or research centers. It does not apply to paid researchers or to enrolled students. It applies to both domestic and international guests.

Visiting Scholars are an important part of the intellectual life of the institution and IAC is committed to encouraging exchange of knowledge and productive collaborations with researchers from other institutions, both domestic and international.

The hosting of Visiting Scholars is an additional demand on the time of our already very busy faculty and staff. Visiting Scholars should therefore be invited in a deliberate manner, with consideration given to whether a particular visit will enhance or detract from educational and research activities already in progress and whether staffing is sufficient to provide the proper support and supervision to the visitors. The space needs of potential visitors should also be considered, as well as any needs for special equipment (like computers) or special services (like technical assistance). Visiting Scholars can also be subject to security restrictions and may pose problems for intellectual property claims or non-disclosure agreements with collaborators or funders.

Therefore each IAC School should consider the cultural and intellectual benefits and the administrative burdens of hosting Visiting Scholars and devise a transparent plan for overseeing the vetting, inviting, and supervision of Visiting Scholars. Schools should establish a maximum number of visitors that they can host at any one time, and a process by which they will know the number, names, and location of all current visitors. Schools should also consider whether they want to set up standardized processes for providing orientation, research guidance and supervision, and oversight for onboarding and exiting.

Schools can assess a fee to recognize the time, space, and administrative processes involved in hosting visitors. Fees can vary across Schools, but must be consistently applied within a School. Fees can be waived for visitors but they must be waived on a consistent and transparent basis. A reasonable fee structure would be \$1000 per semester plus \$100 per month. The revenue from these fees would rest with the hosting School. IAC reserves the possibility of levying a fee if the administrative burden at the College level warrants it.

Schools who expect regular Visitors should consider adding a page to the School handbook indicating School-specific fees and standardized processes for applying, including the fee amounts and the criteria for fee waivers.

## **Application Process for Visiting Scholars**

The process of application leading to invitation should start with vetting by an individual faculty member within a School, include close review by the School Chair, and then be handled by the Human Resources Manager for the School

At the School level:

- The visitor should be personally vetted like any other member of the Georgia Tech faculty, including application letter, CV, phone/skype interview, and reference checking.
- The visitor should submit a written plan of study and a statement of their means of self-support while they are in Atlanta.
- The visitor should have a designated Host Faculty member who is aware of the responsibilities of hosting a visitor (see below) and has affirmed that commitment in writing or via email.

Once these steps have been satisfied, the request to issue an invitation can be passed on by the Chair, with the name of the Supervising Faculty, and CV and Plan of Work to the School or Center Administrative Manager and who will prepare a package with the following forms to be reviewed and approved by the IAC HR Manager:

For international scholars, they must be approved by the Office of Legal Affairs.

Application for approval is via this form

[https://researchintegrity.gatech.edu/forms/Export/EC\\_Review\\_Hosting\\_Foreign\\_Visitors.docx](https://researchintegrity.gatech.edu/forms/Export/EC_Review_Hosting_Foreign_Visitors.docx)

If visa sponsorship is required, the appropriate process should be initiated with the Office of International Education <https://oie.gatech.edu/ISSS-GT%20Administrators>

All visitors should sign this form and provide the documentation it asks for:

[https://researchintegrity.gatech.edu/sites/default/files/documents/visiting\\_scholar\\_agreement.docx](https://researchintegrity.gatech.edu/sites/default/files/documents/visiting_scholar_agreement.docx)

### **Faculty Host Responsibilities**

All Visiting Scholars, domestic and international, should be in close contact with a designated Faculty Host who should receive regular reports on their research progress (at least twice a semester) and should be available for guidance as needed. Ideally, Visiting Scholars will have been invited because of closely related research interests which will lead to weekly contact. If this is not the case, then a formal meeting structure should be instituted. In any case, Visiting Scholars should file a brief report on their research activities at the end of any semester during which they are in residence and at the end of their stay.

In addition, Faculty Hosts have special responsibilities for international visitors, including (taken from the College of Engineering Best Practices):

- You should know current contact information (address and phone number).
- You should be in regular contact with the visitor and be regularly updated on their research progress.
- If you are absent from campus for over 2 weeks, another faculty must be designated as an alternate host. Contact your HR representative to do this.
- Have early conversations about lab access, lab culture, decision making, and expectations.
- Have a clear agreement regarding access to research data and products during and after the visit.
- “Incidents” for foreign visitors require reporting to the Dept. of State and include death, serious illness, whereabouts unknown, litigation, criminal incidents, sexually related incidents, negative press, foreign government involvement (including embassy officials) or any other situation impacting the visitor’s safety.