**College of Applied Health Sciences: Visiting Scholar Policy**

Visiting scholars connect our students, researchers, and programs with communities and scholars around the world. As such, they hold great potential for the work conducted in the College of Applied Health Sciences. Given limited resources, it is imperative to ensure we are bringing in scholars who advance the mission of the College of Applied Health Sciences and connect with our faculty/staff, students, and programs. Furthermore, it is critical to document the potential and actual impact each scholar has on our students, researchers, and/or programs. This policy applies to scholars proposed for visiting faculty appointments. Scholars may not visit AHS units for an extended period of time (greater than 1 semester) without such appointments.

**Process for Proposing Visiting Faculty Appointment**

* Prepare a package of materials that includes:
	+ Plan for activities as visiting faculty member
		- activities he/she will pursue while on campus
		- how the proposed research connects with research being conducted by the sponsoring faculty member or other faculty who have agreed to work with the visiting scholar
	+ Letter of support from AHS faculty sponsor
	+ Department statement of resources to be provided and source of funding/support. The plan may not include lab space unless outside funding is available.
		- Office
			* Keys
			* Phone
			* Computer
		- Copying privileges
		- Research supported by grant
		- Other
	+ CV
	+ Documents required for UIUC approval of visiting appointment
	+ Supporting documents, as applicable
* Receive approval by departmental advisory committee and department head

**Process for Coming to Campus Following Approval**

* Scholar or sponsor pays $500 fee associated with sponsoring department resources
	+ sponsor may use ICR to pay fee
	+ fee may be waived under extenuating circumstances and upon approval of department advisory committee and department head
* Sign a form agreeing to return keys prior to their departure from the university
* UIUC assists with VISA and other logistics (library access, e-mail access, etc.)

**On Campus and Leaving**

* Provide at least one presentation each semester on campus. Presentations include: seminar, guest lecture, symposium, etc. During the last semester on campus, the scholar will provide a seminar on her/his research
* Visiting scholars must participate in applicable cross-college visiting scholar activities. Prior to leaving campus,
	+ provide the department head with a brief report describing her/his activities while on campus and how that work contributed to the mission of the department, researchers in the College, and/or students in the College.
	+ Return key(s) and other physical resources used while on campus (as applicable)