

California State University, Stanislaus  
**VISITING SCHOLAR POLICY and PROCEDURES**

**Preamble**

The California State University, Stanislaus (“University”) is host to national and international visiting scholars who do not require official University employment but do require an affiliation to CSU Stanislaus to exchange ideas and expertise or participate in research activities and educational programs.

To accommodate the needs of these individuals and recognize their contributions to the intellectual life, the University provides the honorary designation, Visiting Scholar. The department will serve as the responsible entity for hosting the Visiting Scholar, and will ensure adherence to all relevant university policies and procedures. Appointment as a Visiting Scholar is not an employment contract. Accordingly, the appointment may be terminated at any point for unsatisfactory activity, conduct, or other reasons.

**Definition**

A Visiting Scholar is a scholar from another university or research institution normally on leave from his/her home institution, who visits the University for the purposes of participating in a University-sponsored educational program, cooperative agreement, or collaborative research with or under the supervision of CSU Stanislaus faculty.

**Criteria for Appointment**

Visiting Scholars will normally possess a terminal degree in his/her area of expertise, usually a Ph.D., Ed.D., J.D, or D.Phil., (or equivalent), but may be appointed with a master’s degree for the purposes of research or an educational project.

**Terms of Appointment**

Visiting Scholars are appointed for a period of no longer than 12 months. Extension beyond one year may be permissible if the program warrants a longer affiliation. Appointment must be made in advance of arrival and the appointment is self-terminating.

**Salary/Compensation**

Visiting Scholars are self-supported or have adequate support funds from external sources. Visiting Scholars are ineligible for compensation from the University, including benefits. Visiting Scholars may not receive payments (e.g., stipends or subsistence) in lieu of salary. Visiting Scholars may be eligible for reimbursement of travel expenses if the expenses are for University business.

**Conditions of Appointment**

Visiting Scholars may not be a registered University student, contractor, or have employment, an appointment or other formal relationship with the University. The University reserves the right to withdraw the privileges and terminate the appointment without prior notice.

**Authority to Appoint**

The Provost delegates authority to approve appointments to the College Deans.

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## **Roles and Responsibilities**

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### **1. The Department/College will**

- a. will request permission from the college dean to host a visiting scholar and will forward a copy of this request (Visiting Scholar Appointment Form) to the University risk manager for review relative to risk issues and to the Director of International Education for input.
- b. identify a host faculty member for the Visiting Scholar.
- c. issue a Letter of Invitation to the Visiting Scholar with a brief description of expected responsibilities and purpose of the visit (e.g., conduct research, participate in speaking engagements, audit academic classes) notify Faculty Affairs of the Visiting Scholar, identifying full name and date of birth, after the Visiting Scholar arrives on campus in order to be entered into the University data systems.
- d. send the Visiting Scholar to the OIT Helpdesk to have his/her password set.
- e. refer the Visiting Scholar to the Student Help Desk to acquire a Faculty ID card.

In addition to “a-e” above, if the Visiting Scholar is an international visitor the Department/College will

- f. obtain a copy of the Visiting Scholar’s passport identification page and passport identification pages for any accompanying dependents as required for the DS-2019.
- g. obtain proof of funding with award amount and period covered—typically a letter from a government agency or institution that is supporting the visiting scholar or a current bank statement if the Visiting Scholar intends to use personal finances to augment funding (note: minimum funding requirement is \$1,600/month for Visiting Scholar, plus \$500/month for spouse and \$200/month per child).
- h. complete the Request for Form DS-2019 for J-1 Exchange Visitor. If the Visiting Scholar has been in the U.S. under any J-Visa within the past year, copies of all prior DS-2019 forms are required, including dependents, to be kept on file in the Office of International Education.
- i. complete the Host Department Agreement.
- j. submit the completed packet (Letter of Invitation, passport identification page, proof of funding, Request for Form DS-2019, and Host Department Agreement) to the Office of International Education, SSB 145.
- k. mail completed Form DS-2019 to the Visiting Scholar upon receipt/return from the Office of International Education.
- l. send the Visiting Scholar to the Office of International Education to have documents copied and health insurance verified.

### **2. The College Dean will**

- a. discuss with the department chair the feasibility of the request to host a Visiting Scholar as it pertains to resources required (e.g., office space, computer).
- b. contact the Office of Research and Sponsored Programs to ensure compliance with all policies and procedures as required by the sponsoring agency if the Visiting Scholar is applying for or has been awarded a Fulbright Scholarship or other grant award.
- c. approve or decline the “Visiting Scholar Appointment Form.”
- d. generate a letter of introduction/recommendation for the Library, stating the visitor’s “title” (e.g., visiting scholar, visiting faculty) and length of campus visit for use of Library services.

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- e. forward the letter to the Visiting Scholar and inform him/her to present the letter to the Library Circulation Desk along with a photo ID for verification in order to receive Library access.

In addition to “a-e” above, if the Visiting Scholar is an international visitor, the college dean will

- f. sign the “Host Department Agreement” with the department chair.

**3. The Department Chair will**

- a. discuss with the college dean the feasibility of the request to host a Visiting Scholar as it pertains to resources required (e.g., office space, computer) that will be the responsibility of the department/college.
- b. review and sign the “Visiting Scholar Appointment Form.”

In addition to “a-b” above, if the Visiting Scholar is an international visitor, the department chair will

- c. sign the “Host Department Agreement” with the college dean.

**4. The Host Faculty Member will**

- a. serve as the primary point of contact and provide information and assistance regarding temporary housing, local community resources, or other assistance as needed.
- b. review and sign the “Visiting Scholar Appointment Form.”

In addition to “a-b” above, if the Visiting Scholar is an international visitor, the host faculty member will

- c. communicate with the Visiting Scholar prior to U.S. arrival in order to discuss professional obligations of the visit with the assistance of the Office of International Education as needed

**5. The Office of Faculty Affairs will**

- a. create and ensure a CMS Person of Interest-Visiting Scholar when notified by the Department/College of the Visiting Scholar’s name and date of birth.
- b. contact the Department/College to inform them that the visiting Scholar’s account has been created.

**6. For International Visitors, the Office of International Education will**

- a. complete Form DS-2019 upon receiving a completed packet from the Department/College.
- b. return Form DS-2019 to the Department/College to be mailed to the Visiting Scholar.
- c. photocopy the file documents (passport, visa, Form DS-2019) of the Visiting Scholar upon his/her arrival on campus.
- d. verify the Visiting Scholar has signed up for International Student/Visitor Health Insurance or has evidence of coverage that meets government requirements.

Faculty Consultation:

Reviewed and approved by the Senate Executive Committee on February 5, 2013.

**Visiting Scholar Appointment Form (for both National and International Scholars)**

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**Scholar Information**

First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State/Country \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

City of Birth: \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth (MM/DD/YYYY) \_\_\_\_\_

Terminal Degree \_\_\_\_\_

Date Degree Received \_\_\_\_\_

Degree Institution \_\_\_\_\_

Citizenship \_\_\_\_\_

Country of Citizenship (if not U.S.) \_\_\_\_\_

Telephone \_\_\_\_\_

**Period of Appointment** from \_\_\_\_\_

to \_\_\_\_\_

**Indicate the scope and objective of the visit.**

(Attach a copy of visiting scholar's curriculum vitae.)

**Contact (Host Faculty) Information**

Department or Program \_\_\_\_\_

Contact Telephone \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact E-mail \_\_\_\_\_

**Recommended by the Host Faculty**

I certify that the individual named meets the University and Departmental criteria as a Visiting Scholar.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Recommended by Department Chair**

I certify that the individual named meets the University and Departmental criteria as a Visiting Scholar.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**For College Dean use only:**  Approve  Declined

By \_\_\_\_\_ Date \_\_\_\_\_

**Request for Form DS-2019 for J-I Exchange (for International Visiting Scholars only)**

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**Department Information**

Host Department \_\_\_\_\_

Host Faculty Member \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Administrative Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

List any support that the department/college will provide for the visitor (e.g., office, email, telephone, computer, administrative support)

\_\_\_\_\_  
\_\_\_\_\_

**Program Information**

Program Start Date \_\_\_\_\_ Program End Date \_\_\_\_\_

Describe visitor's proposed program at CSU Stanislaus:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Host Department Agreement (for International Visiting Scholars only)

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In compliance with Federal regulations governing the J-1 Exchange Visitor Program, the undersigned certify that all of the information provided in this request form is true and accurate. We further certify understanding of the following:

1. Scholar must arrive in the U.S. within 30 days of the Program Start Date on the Form DS-2019. The department will notify the Office of International Education of any arrival delays more than 14 days past Program Start Date.
2. We will notify the Office of International Education (OIE) of all changes of address of the scholar within 10 days of the move.
3. We have verified that the scholar possesses the financial support listed on the attached application, and that these resources are adequate to complete hi/her program and to support any accompanying dependents (Minimum \$1,600/month, plus \$500 for spouse, plus \$200 per child.)
4. We have determined that the scholar possesses sufficient proficiency in the English language to participate in his/her exchange visitor program.
5. We will monitor the progress and welfare of the scholar, including ensuring that he/she obtains sufficient advice and assistance to facilitate the successful completion of his/her exchange program.
6. We understand that Federal regulations require J-1 visitors and dependents to be covered by health insurance, including medical evacuation and repatriation coverage. We will ensure that the scholar will maintain sufficient health insurance as defined by the University and Federal regulations for the entire duration of the visit.
7. We will notify OIE of any changes in the terms and conditions of the scholar's exchange program.

### Approval

Department Chair:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

College Dean:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Complete and return to the Office of International Education, SSB 145.*