

Visiting Scholars Policy

# Introduction

Faculty may have occasion to collaborate with colleagues in their fields, requiring them to invite other faculty to visit SUNY Oswego and work together with them in our labs and academic facilities. This policy clarifies procedures that should be followed when any faculty not affiliated with SUNY Oswego will be working or present in our labs and facilities.

# Scope

This policy will be applicable to any faculty or staff member at SUNY Oswego who wishes to invite a colleague to work with him or her on research or creative activities on campus. Particular care should be taken when such visits require the use of labs or facilities with training protocols and access requirements. This policy applies both to visiting faculty from institutions within the United States, as well as to international visiting scholars. Procedures for international visiting scholars are detailed on the [Visiting Scholars](https://www.oswego.edu/international/visiting-scholars) page of the Office of International and Education and Programs website.

# Visiting Scholar Application (s)

When a scholar from another institution requests to work on our campus, s/he should be sponsored by a full-time SUNY Oswego faculty member. When the prospective visitor is an independent scholar or employed at an institution within the United States, the SUNY Oswego host will submit to the pertinent Department Chair or unit head the Domestic Visiting Scholar Application along with the required documents. International visiting scholars submit the [International Visiting Scholar Application](https://www.oswego.edu/international/visiting-scholars) to the Office of International Student and Scholar Services.

# Review and Approval Process

Upon receipt of the application and supporting documents, a formal review of the request will be conducted. Chairs may consult with other faculty members within the department and the dean regarding resources needed for the visiting scholar. Once the chair of the department approves the request, it will be forwarded to the dean with an approval letter to request an invitation letter. The successful applicant will receive an invitation letter from the Dean of the school/college with copies to the Provost and Associate Provost for Research Development and Administration. A host faculty member will be assigned as the faculty host to the visiting scholar.  The Dean’s invitation letter will contain:

1. name of the visiting scholar
2. purpose (observing, consulting, research, etc.) and topic of research activities, when involved in research
3. host department and host faculty member’s name
4. dates of the stay
5. funding source for the visiting scholar, if grant-funded activities (letters can be given for those who have pending grant applications, but subject to its approval), and
6. bench, desk, or office space or other resources committed by the college, as applicable
7. SUNY Oswego shall designate each approved visiting scholar as a “volunteer,” pursuant to Section 17 of the New York State Public Officers Law.
8. SUNY Oswego shall also designate each approved visiting international scholar as an "exchange visitor" as defined by the United States Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS).

# Expectations

**Faculty host expectations:** The host faculty should be the liaison between the visiting scholar, department, and campus community. As the primary contact, the host faculty will provide assistance during the residency of the visiting scholar and will be expected to:

1. Coordinate the efforts with department secretary to obtain an Oswego ID during the fellow’s first day on campus

2.   In consultation with the Dean, arrange bench/desk/office space and computer for the visiting scholar and orient the scholar to the campus including the Penfield library

3. Introduce the visiting scholar to the department and students

4.   Pick up and drop off the visiting scholar at the airport, and show the scholar around

5. Work with Residence Life and Housing to identify on-campus housing, pending approval and availability. If this option is not available or not appropriate, the host should help the visiting scholar in finding off-campus housing (housing cost is covered by the visiting scholar)

6. Notify the campus community regarding the visiting scholar's expected arrival on campus and visiting purposes.

**Visiting Scholar Expectations:**Visiting scholars should interact openly with the campus community.  A visiting scholar will be expected to:

1. Comply with the departmental rules and policies regarding training, access and the use of rooms/equipment etc. In case of questions and issues, consult with department chair
2. Comply with the campus guidelines and the Residence Life and Housing guidelines if living on-campus
3. Submit a written brief on the achievements of the visiting scholar to the department chair. The brief should document any classroom presentations, meetings with students and the general campus community, as well as any research efforts begun or concluded.
4. Include SUNY Oswego in any future presentations or publications related to research work done in SUNY Oswego.

Please notify the department office if you plan to depart unexpectedly from the college, apply for an extension, or bring your dependents for a visit.

**Domestic Visiting Scholar Application**

Please print clearly

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City State Zip/Postal Code Cell phone number(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Email address Female Male

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Emergency Contact name and phone (home institution representative or parent/spouse/next of kin)

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Name of your university and campus

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Academic discipline

(Month)\_\_\_\_\_\_\_ (Day)\_\_\_\_\_\_\_ (Year)\_\_\_\_\_\_\_ (Month)\_\_\_\_\_\_\_\_ (Day)\_\_\_\_\_\_\_\_ (Year)\_\_\_\_\_\_\_\_

Start date of program at SUNY Oswego End date of program at SUNY Oswego

With your application, attach the following:

1. A letter of interest including the purpose for the visit (observing, consulting, research, etc.)
2. Curriculum vita
3. A research brief, when involved in research (maximum 2 pages)
4. A statement of support from the host faculty member explaining the benefit to Oswego faculty, students, and/or staff

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Signature of Applicant

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Dept. Chair

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Dean

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Provost