

STETSON UNIVERSITY

Approval Procedures for Visiting Scholars

Stetson University defines Visiting Scholars as persons seeking engagement with the University from the United States, its territories, and foreign countries to promote the interchange of knowledge and skills in fields that span higher education. As defined herein, visiting scholars are unpaid teachers, researchers, artists, performers, trainers, and other professionals. All visiting scholars, whether foreign or U.S. persons, must receive approval from the department chair or center/institute director, dean, and provost in order to serve as a visitor at Stetson University. Courtesy appointments are required for all visiting scholars and must include activity start date and end date. A background check is required of all visiting scholars. If the visiting scholar requires an Exchange Visitor Visa to enter the United States, the scholar must meet separate requirements (see below).

Stetson University's Commitment to Learning

Stetson's mission is to provide an excellent education in a creative community where learning and values meet, and to foster in students the qualities of mind and heart that will prepare them to reach their full potential as informed citizens of local communities and the world. Visiting scholars bring novel insights, processes for knowing the world, and habits of mind to work with diverse others to tackle complex problems that transcend borders. To this end, Stetson University regularly invites visiting scholars to advance and promote its core values of personal growth, intellectual development, and global citizenship – values to embolden lifelong change-makers.

Shared Responsibility

To ensure seamless approval, smooth onboarding, and productive experience by the visiting scholar, the Responsibility Matrix for Visiting Scholars (*right*) outlines oversight elements for units under the purview of [Academic Affairs](#): (1) academic units; (2) the Office of the Provost and Academic Affairs; and (3) WORLD: The David and Leighan Rinker Center for International Learning. Academic Units include deans' offices, academic departments, libraries, centers, institutes, museums, and other entities comprising the academic program.

Academic units hold responsibility for recruitment, proposal development, onboarding, hosting, and assessment. In recruiting visiting scholars, academic units must provide concrete and substantial evidence to the Office of the Provost and Academic Affairs to vet the scholar and/or the organization from which the scholar originates effectively. WORLD provides administrative support to units for their visiting international scholars. Non-Academic Units should develop responsibility matrices for their areas.



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The host faculty member, department chairs, center or institute directors, deans and Office of Academic Affairs follow the procedures outlined below.

Procedures for Academic Units

TO BE UNDERTAKEN BY THE HOST FACULTY MEMBER

1. Completes the [Request to Invite Visiting Scholar](#) form.
2. Submits form and required materials (see checklist) to chair/director. If the visiting scholar is of foreign origin, copies WORLD: The David and Leighan Rinker Center for International Learning.

Requirements Checklist

- Completed [General Office/Department Volunteers Form](#)
 - CV/Resume
 - Official Transcripts (unofficial copies are sufficient for screening)
 - Two letters of reference/support from their home institution
 - Memorandum of Understanding, outlining clear expectations of visiting scholar, host, and Stetson University
3. Receives chair/director and dean's signature (or denial status) on the Request to Invite Visiting Scholar form.
 4. Receives provost's approval
 5. Foreign scholars contact WORLD for details concerning J-1 Exchange Visitors.

TO BE COMPLETED BY THE CHAIR/DIRECTOR AND DEAN

1. Chair/director evaluates and approves the *Request to Invite Visiting Scholar* submission and materials; chair/director forwards the evaluation, request form, and materials to the dean. In the event of a denial, chair/director returns the *Request to Invite Visiting Scholar* materials with comments to the host faculty member.
2. Dean reviews and approves the *Request to Invite Visiting Scholar* materials and forwards to the Office of the Provost and Academic Affairs at Provost@stetson.edu. In the event of a denial, the dean returns the form with comments to the chair/director, who then returns the form to the faculty member.

TO BE COMPLETED BY THE OFFICE OF THE PROVOST AND ACADEMIC AFFAIRS

1. Makes final decision, notifies the dean, the chair, and the faculty member.
2. Makes the official invitation to the visiting scholar with cc to Associate Provost for Faculty Development, dean, chair, and WORLD (if foreign scholar). Invitation is made pending the receipt of any necessary paperwork.
3. After signed acceptance of invitation is received, works with HR on next steps:
 - a. Initiates a background check; the academic department/unit is responsible for covering the cost of the background checks for all visiting scholars. Other steps proceed after the background check is complete.
 - b. After the successful completion of background check, facilitates the creation of Stetson ID and authorization for accessing campus resources

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The host staff member, unit/center directors, and vice president should follow the procedures outlined below.

Procedures for Non-Academic Units

Non-academic Units include University entities that support the academic program and do not fall under the umbrella of Academic Affairs. Non-academic units undertake similar responsibilities as academic units except responsibilities for non-academic support might differ and a pre-approval of the visiting scholar must occur according to the chain of command. WORLD is responsible for vetting international scholars with support by the office of the vice president of the non-academic unit. In recruiting a visiting scholar, the vice president relies on units to provide concrete evidence to vet the scholar and/or the institution/organization from which the scholar originates. All letters of invitation initiate from the relevant Vice President as do signatory approval of critical documentation including a memorandum of understanding developed by the host (outlining clear expectations of visiting scholar, host, and Stetson University).

Visiting International Scholars

Stetson University defines International Scholars as persons seeking engagement with the University from countries external to the United States and its territories. International scholars may include professors, research assistants, students, trainees, teachers, specialists, camp counselors. The [U.S. Citizenship and Immigration Services](#) defines international scholars as Exchange Visitors – persons who intend to participate in an approved program for the purpose of teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills, receiving training, or to receive graduate medical education or training. U.S. citizens, permanent residents, international students and dependents with approved employment authorization, and other designations do not meet the definition of visiting international scholars.

TO BE COMPLETED BY WORLD: THE DAVID AND LEIGHAN RINKER CENTER FOR INTERNATIONAL LEARNING

1. Reviews the Request to Invite Visiting Scholar to ensure that the visiting scholar is eligible for J status
2. Issues the Certificate of Eligibility for the J Visa (DS 2019) form to send to the foreign visiting scholar
3. Sends a copy of the DS 2019 form, courtesy appointment form, and other required documents Stetson's Human Resources so that the appropriate visiting courtesy appointment is entered
4. Verifies arrival of the visiting scholar and validates immigration record in the federal database as required. The foreign scholar must check in at WORLD within 2 days of arriving on campus.
5. Reviews the health and any other required insurance coverage, purchased prior to arrival, by the visiting scholar to ensure that it meets federal requirements, covers the scholar and any and all J2 dependents, and covers the entire length of stay. Insufficient insurance requires termination of the scholar's immigration status.
6. Issues [Visiting International Scholars Resource Guide](#) to the visiting scholar and if applicable, invites the visiting scholar to attend international scholar orientation.