

IOWA STATE UNIVERSITY

College of Engineering Human Resources

Policy for Receiving Visiting Scholars July 2018

The university setting can provide a temporary, educational and cultural opportunity for non-ISU scholars (i.e., non-students and non-employees) to observe and conduct research under the direction of faculty in a prestigious lab.

It is the preference of the college to prioritize Iowa State Students when resources (funding, space, etc.) become available. With that in mind, the college does recognize that there are situations when the benefits of hosting a visitor may compensate for the reallocation of resources.

The information requested on the 'Request to Host a Visitor' form provides the college with the necessary information to make a decision based on purpose, potential benefits, funding and possible risks. The request form is only for individuals who will hold the 'Visiting Scholar' status for more than two weeks. The maximum duration of each visit, as a fixed term, is two (2) years.

Definition

Visiting Scholars are persons who have a Bachelor's degree as a minimum, and usually a Master's or higher degree. Visiting Scholars are not employees or students of Iowa State University, and therefore are not entitled to ISU compensation, or to benefits available to regular faculty, staff or students.

The designation of Visiting Scholar is a privilege accorded to scholars or researchers temporarily in residence at Iowa State University. The Visiting Scholar must abide by general University policies during his/her stay. At the conclusion of the visit, the Visiting Scholar is expected to return to his/her home country or institution to utilize the experience and skills acquired while at ISU.

Process

1. Prior to a faculty member engaging in discussions with a potential visitor, the faculty member should present the situation, in concept, to the department chair. The department chair will review the request in light of intellectual property protection, resources, export control regulations and the overall benefit to the department.
2. If the department chair supports the request, the completed 'Request to Host a Visitor' form and accompanying documents should be submitted to College of Engineering HR, coehr@iastate.edu.
3. With the Dean's Office approval as indicated by a signature on the 'Request to Host a Visitor' form, the department may issue a letter of invitation and present the appropriate forms for the participant's signature. Please return a copy of the fully signed visitor's packet to the Dean's office
4. If the department chair does not support a request and/or has any concern, then the faculty member or department chair may contact the Dean's Office to reach a decision.

Please Remember

- The prospective visitor's receipt of a scholarship or other support from an external source is not in itself a sufficient justification for a visit.
- If a visit is approved, the duration may be substantially shorter than originally requested (e.g., one semester rather than two years). Be prepared for this outcome.
- The faculty mentor is responsible for the supervision of the Visiting Scholar's activities within the department (including professional and university personnel matters), and for assistance with private issues for the entire duration of the visit.
- Departments are responsible for tracking arrival and departure of visitors hosted by faculty within the department. Departments will be asked to verify information periodically.
- With the large influx of new faculty, departments may find it increasingly difficult to allocate office space for visitors. Laboratories will not be used as offices for visiting scholars. The college will be as helpful as possible in finding offices for visitors.
- The college expects that all visitor requests less than two weeks will be approved by the respective Department Chair or Unit Director.