



Visiting Scholar Status Guidelines and Procedure for Application

Brooklyn College supports faculty collaboration with individuals from other colleges and universities and recognizes that its resources and location make it an excellent sponsor for academic visitors.

The College will appoint Visiting Scholars under limited circumstances and only with required sponsorships and approvals as detailed below. Brooklyn College's expectation is that the Visiting Scholar will be working on an academic project in keeping with their role at their home institution.

This appointment is an honorary one, with no compensation or other payment provided. Appointments are non-board-appointed, non-bargaining-unit, fixed-term, and uncompensated. Visiting Scholar appointments earn no credit toward tenure. Potential Visiting Scholars ("Scholar") must have a Brooklyn College faculty sponsor ("Sponsor"), who will be responsible for their activities while the appointment is in effect. Office space is contingent upon availability and provided by the sponsor's department if available and agreed to by the chair. Use of any additional college resources is subject to the Dean's approval. Visiting Scholars may be appointed for up to one academic year. The Scholar may not teach or otherwise represent themselves as a member of the faculty at Brooklyn College, unless they receive a separate secondary appointment such as an adjunct instructor. The Scholar will be issued a College ID to gain entry to the facilities and to use the College library with full privileges for borrowing and electronic resource use.

Procedure:

1. An individual seeking Visiting Scholar status must submit an application to a Sponsor at least three months before the proposed start date. Non-U.S. citizens may be eligible to be a Visiting Research Scholars by participating in the Exchange Visitor Program (see below) facilitated by the Department of State. The College is not permitted to pay for Scholar travel arrangements.
2. The Sponsor submits the Brooklyn College Visiting Scholar Application Form to the Department Chair. The Chair gathers the required documentation and signs the Application Form. (All forms must include one of the following sentences: "*This work will not require any additional office space.*" or "*[Scholar's name] understands that Brooklyn College cannot provide a separate office to pursue this project.*" to confirm that the scholar is aware that, unfortunately, the College (even though the department may be able to) cannot offer office space.
3. The completed Brooklyn College Visiting Scholar Appointment Application Form, CV, brief statement of intent explaining what the Scholar hopes to accomplish during the appointment, and letter of recommendation from the Sponsor ("Application Packet"), are forwarded to the Dean for review, decision, and signature.

4. If the Dean approves, the Application Packet is forwarded to the Provost for review, decision, and signature.
5. The Provost retains a copy of the Application Packet and returns the original to the Department.
 - If the application is denied, the Provost informs the Dean and the Department Chair, and the Department relays the denial decision to the applicant.
 - If the application is approved, the Provost informs the Dean, the Department Chair, and the Associate Dean for Faculty and Administration. The Provost's Office sends the Visiting Scholar a notification authorizing the visit and indicating the customary privileges that will be arranged by the department (email, library access, office space if available, etc.).
6. The Provost Office will send a notice to Public Safety to issue an ID to the Visiting Scholar upon their arrival at Brooklyn College. A copy of the notification will be sent to the Dean, the Department Chair, Human Resource Services, Information Technology Services, the Library, and the Office of Research and Sponsored Programs.

Privileges: A Visiting Scholar will be issued a College ID card which will indicate Visiting Scholar status, and associated privileges, such as the opportunity to purchase a recreational facilities membership, use of library services, etc. A Visiting Scholar is eligible to purchase a parking permit, however, priority is given to faculty and staff and there may not be availability.

A Visiting Scholar is not eligible for regular employee benefits, such as sick and vacation leave or medical, dental, or other employee insurance programs.

Notice to Non-U.S. Citizens: *Non-citizen Scholars may be eligible for the Exchange Visitor Program, which may assist with immigration issues. The Office of International Student and Scholar Services manages that process. Visiting Research Scholars from abroad who do not wish to participate in the Exchange Visitor Program are not eligible for visa assistance from Brooklyn College.*

The request for *Exchange Visitor Program* via the Visiting Scholar appointment process must include in the request their name exactly as it appears on the Scholar's official identification (e.g. state I.D. card, passport). Please state clearly whether or not you are seeking visa assistance for your scholar. The request must be for a visit with a specific start date and end date. To allow for the unexpected the start date should be a little earlier than the earliest day the scholar intends to come, and the end date should be a little bit later than the latest day the scholar plans to leave. Please do not submit your request until there is a firm agreement with the scholar on this visit window. The scholar's institutional affiliation must be noted. Also indicate if a scholar anticipates Fulbright support. Fulbright forms should be forwarded to the Provost's Office for Faculty and Administration for completion.

Note about Visting Student Scholars: While similar arrangements and sponsorship are required, there is a separate application procedure for visiting student scholars (typically students from another institution at the master's degree level or higher wishing to collaborate with a faculty member on a research project).