



## Visiting Faculty & Visiting Scholar Policy

### A. Purpose

This document describes the requirements and process to host a visiting faculty and/or visiting scholar. For all appointments, compensated and non-compensated, the goal is to ensure that visiting faculty members and visiting scholars become full members of the Glenn College “family” during their stay.

### B. Audience

Glenn College faculty, staff, and students

### C. Policy

The John Glenn College of Public Affairs welcomes visiting faculty and visiting scholars from domestic and foreign academic institutions who contribute to the teaching, research, and service activities of the college. The College’s *Appointments, Promotions, and Tenure* document provides the basic framework for the appointment of associated faculty (see Sections 3.1.4. and 3.2.4), including visiting faculty members. Visiting scholars are subject to the requirements of the “J” visa program for educational and cultural exchanges. The purpose of this program is to promote the interchange of persons, knowledge, and skills in the fields of education, arts and sciences through traveling, observing, consulting, conducting research, sharing or demonstrating specialized knowledge or skills.

Visiting faculty are required to hold a Ph.D. They may be compensated for the provision of specific services for the College (e.g. teaching courses) or they may be uncompensated appointments in which faculty members from other institutions visit the Glenn College for a period of time to enhance the ability of the faculty, students or staff to undertake and complete collaborative projects.

Visiting scholars are not required to have Ph.D. but must have a defined research collaboration with a faculty member. Visiting Scholars are typically not compensated.

The College Dean may solicit and independently approach potential visiting faculty and/or scholars or Glenn College faculty, students or staff may recommend that the Dean invite a faculty member or visitor from another institution for short term stays of at least one week or long term stays of up to a year (visiting faculty appointments may be renewed annually).

The number of visiting scholars in the college is limited to two at any point in time.

**PROCEDURE:**

To recommend visiting faculty and/or scholars, the host faculty member, student or staff member must submit the following to the Associate Dean for Faculty by the following deadlines:

Visiting Scholar Arrival Period	Application Due Date
Autumn Semester (September)	May 31
Spring Semester (January)	September 30
Summer Semester (May)	January 31

PROCEDURE (continued)

The host faculty member, student or staff member must submit the following to the Associate Dean for Faculty

- Background on the potential visiting faculty member/visiting scholar (e.g. name, current institution, degree granting institution) along with an updated copy of the potential visiting faculty member’s CV;
- A description of the planned activities between the visiting faculty member/visiting scholar and the host faculty member, student, or staff member, or the services the visiting faculty member/visiting scholar will perform for the College;
- How the visiting faculty members/visiting scholar will participate in the College’s academic life in some way (e.g. research talk to the College’s doctoral seminar, talk to the College as a whole);
- The proposed timing and duration of the visiting faculty member’s/visiting scholar’s stay
- Desired College resources to ensure the collaboration is successful.

The College will potentially provide the following resources as determined by the College’s Dean based on availability and need:

1. Work space within Page Hall;
2. Access to University resources (e.g. an OSU email account, libraries, wireless network);
3. Facilitating interactions with Ohio State University’s Office of International Affairs in the case of foreign visitors who require various documentation (e.g. visas, proof of health insurance). All visa processing fees and shipping charges associated with the visa process must be provided by the hosting faculty member.

While the host faculty member, student or staff member is encouraged to work with the visiting faculty member/visiting scholar in making their stay as rewarding as possible, the College will not provide assistance for:

1. Housing;
2. Amenities or services for guest faculty member’s family (e.g. schooling for children)

3. Travel arrangements
4. Computer, printer, phone or other IT devices

The Associate Dean for Faculty will screen the application and make a recommendation to the Dean about whether to support the application. The Dean makes the final determination about which visiting faculty members and visiting scholars will be offered appointments and compensation.

Upon approval, the host faculty member must provide the approved application materials to the Administrative Manager to initiate the formal invitation process to the visiting faculty/scholar.

#### **D. Policy Contact**

John Glenn College of Public Affairs

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Ohio State Human Resources

- Jenna Markle, HR Business Partner, [markle.45@osu.edu](mailto:markle.45@osu.edu), 614-292-1577

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