Taubman College Research Policy on Visiting Scholars

Each year, faculty members at Taubman College receive numerous requests to sponsor visiting scholars—individuals with external funding to conduct specific research at the University of Michigan. Faculty members often choose to take on this role to collaboratively pursue shared research or creative projects, with the understanding that the scholar's visit should foster productive opportunities for the faculty member that might otherwise be unattainable. Since the responsibility for visiting scholars lies with the sponsoring unit, it is essential that the scholar's presence benefits both the college and the advocating faculty member. This document outlines the practices and procedures for faculty considering hosting a visiting scholar and serving as their faculty sponsor. For questions about this process contact taubmancollegehr@umich.edu.

Key College Personnel

The following college personnel will constitute key points of contact:

- **Senior associate dean for research and creative practice**
- **Program chair**
- **Human resources manager for faculty affairs**

Visiting Scholar Qualifications

- Have an earned PhD (or equivalent) or other comparable terminal graduate or graduate-professional degree (i.e., JD, MD, MFA, etc.) and hold a faculty or other permanent research position at another accredited university, college, or research organization; <u>or</u> have a master's or equivalent intermediate degree and substantial professional experience that the host unit affirms to be equivalent to that expected of a member of the University of Michigan faculty; <u>and</u>
- Pursue a program of research as their primary purpose; <u>and</u>
- Formally invited and 'sponsored' by a department, program, or other University of Michigan academic unit; <u>and</u>
- Will be in residence for a term of not less than one month and not more than three calendar years.

Visiting Scholar Hosting Requirements

- Each visiting scholar applicant must be sponsored by a full-time faculty member at Taubman College.
- Faculty members must clearly articulate how hosting a visiting scholar will be mutually beneficial to their research and scholarship and how it will benefit the college.
- The faculty member agrees to take on various responsibilities throughout the application process.

Visiting Scholar Approval Process

- The faculty member should correspond with the potential visitor to be sure that a significant shared research interest exists, and that a research project of mutual benefit can be undertaken if the applicant becomes a visiting scholar.
- The visiting scholar must submit an application and the faculty member must submit a written proposal to host a visiting scholar. HR will forward the proposal for review and approval by the associate dean and program chair. Note that proposals for an international visiting scholar must be submitted at least twelve (12) weeks prior to the start of the visit.
- Upon approval, HR will issue an authorization letter to the scholar.

International Visitor J-1 Visa Process (12 WEEKS PROCESSING TIME)

- International visiting scholars must demonstrate external financial capacity to cover costs during their stay in the U.S. and maintain health insurance for the length of their stay. HR will initiate the J-Visa process (see below). Upon arrival, HR will facilitate onboarding which includes MCommunity sponsorship, library access, and MCard issue.
- Upon approval of the proposal, the faculty sponsor contacts HR to initiate the J-1 Visa.
- HR completes the Shared Services Intake form and the DOS letter and attestation for submission to Shared Services.
- Shared Services contacts the visiting scholar to complete the J-1 visa, funding verification, and health insurance process.
- For details on funding and health insurance costs, refer to the updated information here.
- Note: The J-Visa incurs a $220 SEVIS fee, which is the responsibility of the visiting scholar.

Faculty and Visiting Scholar Responsibilities

- Onboarding and Training
  Sponsors are responsible for creating an onboarding process that includes necessary training in consultation with HR to align with the scholar's arrival. Both the faculty sponsor and visiting scholar must ensure adherence to all university and college policies and complete any required proprietary disclosures, non-disclosure agreements, and conflict of interest attestations relevant to their work at U-M. Visiting scholars must understand that proprietary work for their home organization cannot be conducted in University of Michigan facilities during their visit.
- Mentorship and Engagement
  Faculty sponsors agree to actively mentor the visiting scholar by participating in their shared research agenda and integrating them into the university community through meaningful engagement. Visiting scholars are expected to engage similarly within the college and university community.
- Activity Report
  Visiting scholars are required to submit a short report on their research outcomes upon completion of their stay, which the faculty sponsor will forward to HR.

- Campus Activities
  Faculty sponsors must coordinate the scholar's campus activities and arrange for an alternate faculty member to fulfill their responsibilities during any significant absences.
- Administrative Costs
  The faculty sponsor is responsible for paying the administrative costs associated with sponsoring a visiting scholar. For instance, internal costs of up to $500 will be covered by the faculty sponsor via shortcode to provide the visiting scholar with a UMID and library access.
- Tuition for Classwork
  If the visiting scholar intends to undertake classwork while at U-M, they must demonstrate financial capacity to pay tuition costs and follow appropriate application procedures.

Taubman College Considerations

- Currently, Taubman College is not committing space or funding to directly support the presence of visiting scholars within the college. Sponsorship of a visiting faculty member may imply sharing the sponsor's existing office and/or lab space or the scholar would be required to acquire her/his own space to undertake work.
- Taubman College will not provide equipment (including computer equipment) for use by the visiting scholar. This is the responsibility of the visitor to provide their own equipment. Any costs associated with equipment failure or remedial work to assist the scholar by IT staff will be the responsibility of the scholar.