


<b>Name of Policy:</b> <a href="#">Visiting scholars</a> <b>Policy Number:</b> 3364-72-55 <b>Approving Officer:</b> President <b>Responsible Agent:</b> Provost, Vice President for Research <b>Scope:</b> All University of Toledo campuses		 <b>Effective date:</b> January 25, 2024 <b>Original effective date:</b> December 21, 2022	
<b>Keywords:</b>			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

To establish policies and guidelines relating to the designation, approval, roles, and the overall responsibilities for domestic and international visiting scholars and visiting faculty at the university of Toledo. A process/timeline for the host faculty to submit requests to the office of the provost is documented in the accompanying procedures and frequently asked questions webpage.

(B) Purpose of policy

All university personnel who wish to host individuals from other universities, institutions, and/or businesses as a “visiting scholar” (domestic and/or international) at the university must comply with this policy, and all other applicable laws and university policies.

(C) Scope

This policy applies to all university personnel who receive requests from individuals from other universities, institutions, or businesses who wish to use university facilities on any campus or location to conduct collaborative research, or to observe university instruction, administration, or research. This would include, but not be limited to, personnel participating in clinical or other medical

observations at UTMC or the health science campus for an extended period. These individuals are not employed by the university, must have a university host, and must receive university approval from the office of the provost if the visit exceeds fourteen consecutive days.

(D) Background

The university recognizes that individuals from other universities, institutions, and businesses may wish to visit the university for extended periods of time for reasons including, but not limited to, conducting research in a university facility, collaborating with university faculty on specific projects, and observing university instruction, administration, or faculty research. The designation “visiting scholar” is a privilege accorded to scholars temporarily involved with the university. The university requires that certain visiting scholars be approved, undergo appropriate background checks, and execute certain agreements. Detail about who is required to undergo background checks and the execution of agreements is covered in the procedures accompanying this policy.

(E) Definitions

- (1) For the purposes of this policy, university host is an all-encompassing term that refers to both individual hosts and administrative hosts. The chair or supervisor of the host must approve all requests for visiting scholars.
- (2) Individual host means a university employee who hosts a visiting scholar pursuant to the appropriate approvals set forth in this policy (typically faculty members). University undergraduate students, graduate students, postdoctoral scholars/fellows, and medical residents are not eligible to serve as an individual host for purposes of this policy.
- (3) Administrative host means the designated university employee within a college, department, unit, or at a campus where the visiting scholar will be present (typically department chairs).
- (4) Visiting scholar, for purposes of this policy, includes individuals from other universities, institutions, or businesses who are granted access to university facilities to provide instruction that is supervised by appropriate university personnel, to conduct collaborative research, or to observe university instruction, administration, or research including those who do not receive financial support from the university for their effort. This definition applies to both the designation of “visiting researcher” or “visiting scientist.” Note that visiting faculty are not required to possess a Ph.D. degree.

- (5) International visiting scholars are researchers and/or professors who are employees at universities, institutes, governments, or entities in countries other than the United States and will maintain affiliation and position at their home institutions during and after the visiting period to the university ends.

(F) Exclusions

The designation of visiting scholar excludes – and therefore this policy does not apply to – the following:

- (1) Individuals who are merely visiting common areas at the university.
- (2) University invited speakers / guest lecturers who provide a speech / guest lecture that is open to the university community or public or to a university class.
- (3) University students (whether registered as a degree or non-degree student at the university).
- (4) Independent contractors retained by the university.
- (5) University retirees with emeritus status (policy 3364-72-08 emeritus faculty).
- (6) University students (undergraduate and graduate), students from other academic institutions, or students involved in shadowing and are classified as interns, externs, or shadow participants. Employees/ students/scholars are expected to comply with all new intern, extern, and shadow policies in effect at both the college and university level.
- (7) Members of university recognized advisory boards whose visit to the university relates to their service on that advisory board.
- (8) Employees of industry, academia, or the government visiting the university pursuant to a sponsored research agreement between the third-party employer and the university whose visit is specifically referenced and governed by said sponsored research agreement.

(G) Policy

The following are the minimum eligibility criteria for a visiting scholar designation at the university:

- (1) The proposed visiting scholar must be visiting from an external (United States or foreign) university, institution, or business.
- (2) The faculty member or the department chair must agree to serve as the host(s) of the proposed visiting scholar. Section II of these procedures outlines the responsibilities of the faculty member and department chair.

The host and visiting scholar must comply with all procedures in the accompanying procedures document.

Upon review of all applicable documents and in consultation with the applicable the university departments (e.g., office of research and sponsored programs for export control review), the office of the provost will determine final eligibility of the proposed visiting scholar. If a proposed visiting scholar does not meet the requirements for approval, the office of the provost will notify the faculty member and the department chair. If approved, the university will designate the visitor a visiting scholar. The office of the provost will provide notice of final approval of the visiting scholar to the faculty member, the department chair, and any necessary and appropriate university units.

The accompanying procedures document provides further detail underlying the content within this policy, including:

- (1) Standards for approval (i.e., curriculum vitae, degree-granting institution, visiting member activities whilst on campus, length of stay, etc.).
- (2) Access to university electronic mail accounts, access to networks, etc.
- (3) Provisions for housing, amenities, etc.
- (4) Scholars considered within the scope of this policy.
- (5) Guidelines pertaining to allowable number of visits per scholar.
- (6) Authorizing a visiting scholar

(H) References

- (1) Visiting scholars procedures, <https://www.utoledo.edu/offices/internalaudit/visitingscholarprocedures.html>
- (2) 3364-72-08, emeritus faculty, [https://www.utoledo.edu/policies/academic/faculty\\_staff/pdfs/3364\\_72\\_08.pdf](https://www.utoledo.edu/policies/academic/faculty_staff/pdfs/3364_72_08.pdf)
- (3) 3364-25-47, criminal background check, <https://www.utoledo.edu/policies/administration/humanresources/pdfs/3364-25-47%20%20Background%20check%20policy.pdf>
- (4) J-1 visa information, <https://www.utoledo.edu/cisp/international/J1.html>
- (5) External financial interest disclosure form and acknowledgment of briefing/handling of export-controlled information, <https://coi.utoledo.edu/>
- (6) Export control compliance website, <https://www.utoledo.edu/research/exportcontrol/>

<p><b>Approved by:</b></p> <p><u>/s/</u></p> <hr/> <p>Gregory Postel, MD President</p> <p><b>Date:</b> Date</p> <p><b>Review/revision completed by:</b></p> <ul style="list-style-type: none"><li>• <i>Executive Director Internal Audit and Chief Compliance Officer</i></li><li>• <i>Senior Leadership Team</i></li></ul>	<p><b>Policies superseded by this policy:</b></p> <ul style="list-style-type: none"><li>• <i>None</i></li></ul> <p><b>Original effective date:</b> <i>December 21, 2022</i></p> <p><b>Review/revision date:</b> <i>January 25, 2024</i></p> <p><b>Next review date:</b> <i>January 25, 2027</i></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------