

**Date: April 1, 2021**

**To: FSU Faculty**

**From: Visiting Scholar Oversight Committee**

**Re: Key Features of the December 2020 Revised Visiting Scholar/Researcher Policy**

Florida State University published a revised visiting scholar/researcher policy on December 9, 2020. The goals of the revised policy are to allow our university and faculty to benefit from research and creative collaboration with researchers from other institutions and countries. We also aim to distinguish the visiting scholar purposes and program from other employment tracks. We also seek clarify processes for applications to host and appointments of visiting scholars and researchers. The application involves several steps and must be reviewed by different offices that have responsibilities for different federal and state regulations (i.e., export controls and health and safety in the Office of Research, immigration compliance in the Center for Global Engagement, appointments in Human Resources).

The revised visiting scholar/researcher policy of December 9, 2020 is available at:

<https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/provost/FSU%20Policy%203-100.pdf>

We will also provide periodic information sessions and other online resources about the policy and application processes. Questions can be addressed to Stephen McDowell, Assistant Provost ([smcdowell@fsu.edu](mailto:smcdowell@fsu.edu)). The central page for information about visiting scholars is: <https://global.fsu.edu/visiting-scholars>

Several key points in the revised policy that are of significance to faculty hosts are highlighted below:

- 1/ All paid and unpaid visiting scholars, and all international and domestic visiting scholars, are now included in the visiting scholar courtesy appointment policy and procedures (page 2).

2/ The policy outlines the specific and limited purposes of the visiting scholar/ researcher program (pages 1-2 and pages 11-12). This FSU Visiting Scholar program is meant to support collaboration between faculty hosts and visitors on specific projects for limited periods of time. It is not meant to be an employment program, a post-doctoral training program, or to last for an indefinite period of time.

3/ Visiting scholars are distinct from a number of other domestic and international appointees. They are distinct from short-term international visitors (less than 14 days), and from international employees, including post-doctoral researchers. There are also courtesy appointments for instruction that are not visiting scholar appointments.

4/ Visiting scholar/researchers are distinguished from post-doctoral researchers. Anyone who meets the FSU definition of postdoctoral researcher and who is coming to FSU to engage in postdoctoral research, must be appointed in the postdoctoral researcher job classification and paid accordingly. This includes unaffiliated researchers graduated within five years who are receiving FSU funds.

5/ The duration of visits is limited to two years for most categories of scholar/researchers, and one year or less for others (non-affiliated scholars not an employee of another university, graduate students on scholarships, undergraduate students). For instance, any Unpaid Visiting Scholar/Researchers with personal funding and who are unaffiliated with a home university, can only stay for one year. Exception requests to these limits need to be reviewed and approved by the Visiting Scholar Oversight Committee (page 3).

6/ The policy includes a requirement to register short-term international visitors (visits under 14 days) (page 8 and pages 17-18).

7/ If FSU is going to supplement the outside funding of a visiting scholar, the paid appointment must use an appropriate appointment code and compensation rate for that type of position (doctoral student, professor), and not exceed .50 FTE (page 10). The minimum rates for different levels of appointment will be outlined in the Visiting Scholar/Researcher Courtesy

Appointment Procedures memos available at:  
<https://global.fsu.edu/visiting-scholars>

8/ If an offer of payment is to be made in the letter of invitation, we ask that the draft letter be sent to the Center for Global Engagement for review prior to sending. This is to check that the proposed offer and appointment meets visa requirements and FSU requirements. Templates of letters are included as attachments to this memo.

9/ A Visiting Scholar/Researcher Courtesy Appointment Procedures memo outlining procedures of different offices will be circulated, along with periodic information sessions, to support faculty hosts and department HR representatives (page 5).

10/ If a payment is received from a visiting scholar, the required procedures for receiving and processing bench fee payments as non-gift deposits to an FSU Foundation account are outlined in the policy (pages 8-10).

11/ If the terms or conditions for the visiting scholar change (paid to unpaid, etc.), the new terms and conditions need to be reviewed by the Visiting Scholar Oversight Committee.

12/ A Visiting Scholar Oversight Committee has been created to monitor the policy and propose revisions as necessary, and to review special requests (page 11, pages 13-16). The members in 2021-2022 are listed below.

13/ A Visiting Scholar Procedures Subcommittee has been created to streamline the visiting scholar invitation and appointment process, and provide directions and support for faculty and staff in preparing application documents (page 10 and page 15).

Please note that the application process involves three offices with different roles in review:

The Office of Research reviews the initial proposal through the Export Control module in RAMP prior to inviting the scholar;

The Office of Human Resources reviews and confirms courtesy or other appointments and proposes rates of compensation (if any);

The Center for Global Engagement prepares immigration documents for visiting scholars who will be J-1 Exchange Visitors.

Any questions from these offices about specific invitations or unique situations will be referred to the Visiting Scholar Oversight Committee for review and decision.

In 2021-2022, the Visiting Scholar Oversight Committee includes the following members:

Cindy Green (Center for Global Engagement) Co-Chair

Stephen McDowell (Provost's Office) Co-Chair

Mark Riley (Office of Research)

Christine Conley (Human Resources)

Kristen Hagen (Center for Global Engagement)

Michael Shatruck (Faculty, Department of Chemistry)