

International Visiting Scholar Policy

Policy Statement:

To enhance academic opportunities and facilitate research activity at Mount Saint Mary's University (MSMU), the Center for Global Initiatives (CGI) provides visiting appointments of a defined duration, not to exceed one year (renewable), to enable international visiting scholars (Visiting Scholars) to engage in academic activities and/or collaborate with MSMU faculty on joint research projects.

Obligations:

All Visiting Scholars are expected to engage in academic activities including but not limited to teaching a course(s), delivering research presentations on campus, guest lectures, and/or collaborating with MSMU faculty on joint research projects. Scholars associated with art, music, creative writing, or film may be asked to engage in creative performances/shows, demonstrations, or screenings.

Eligibility Criteria:

To be Eligible for a Visiting Scholar appointment, all applicants must meet the following eligibility criteria:

- *Relevant Advanced Degree:* Applicants must have a Ph.D. or an advanced degree relevant to the department hosting the scholar.
- *Distinguished Record:* Applicants should have a distinguished academic and/or professional record and must be committed to excellence in teaching and learning.
- *Submission of Research Agenda/Teaching Resume:* Applicants to The Center for Global Initiative Scholar in Residence Program must submit a research agenda and/or teaching resume. Visiting Scholars wishing to engage in research with human subjects must apply for Institutional Review Board (IRB) approval through MSMU's Human Subjects Protection Committee IRB and must receive approval before engaging in research with human subjects.
- *English Proficiency:* Applicants must also demonstrate proficient communications skills in English, as well as the ability to work collaboratively with others in an academic environment, so they may interact productively with MSMU faculty, staff and students during their appointment. English Proficiency can be demonstrated by:
 - A recognized English language test (e.g. TOEFL, IELTS, etc);
 - Signed documentation from the Visiting Scholar's home institution or English language school; or
 - A documented interview conducted by the Academic Director of the CGI, or their designee, either in-person or by video-conferencing.
- *Employment/Sponsorship by Outside Higher Education Institution:* Applicants must be visiting from and employed or sponsored by an outside higher education institution

(Sponsoring Institution). Appointments will be terminated immediately if such employment or sponsorship ends. It is the Visiting Scholar's responsibility to inform MSMU immediately if such employment or sponsorship ends at any time prior to or during the Visiting Scholar's appointment to MSMU.

- *Confirmation of Sufficient Funding:* As a condition of appointment, Visiting Scholars will be required to provide satisfactory proof of funding sufficient to last for the duration of their appointment. All room and board costs may be funded by a Visiting Scholar's employer and/or sponsor, unless otherwise agreed in writing signed by the Academic Director of the Center for Global Initiatives.
- *Valid J-1 Visa:* International Visiting Scholars will be responsible for obtaining and must have an appropriate visa as required by the United States Department of State. This visa must be active for the entire time the visitor will hold a MSMU Visiting Scholar appointment. Prior to the commencement of a Visiting Scholar appointment, candidates will be required to submit proof of a J-1 Visa for the duration of the appointment. Visiting Scholars may have restrictions imposed by their Visa's depending upon the individual's visa status. Visiting Scholars agree to comply with any and all such restrictions and to inform MSMU immediately if at any point prior to or during their appointment at MSMU, they no longer have a valid J-1 Visa.
- *Health Insurance:* All Visiting Scholars must have adequate health insurance throughout the term of their appointment for themselves and their dependents. Such health insurance coverage must meet or exceed those of the J-1 Visa requirements so that it is sufficient to satisfy the U.S. State Department's stipulations regarding medical benefits, low deductibles per accident or illness, medical evacuation, and repatriation of remains. Visiting Scholars must obtain such health insurance through an outside insurer or through their home country. Visiting Scholars will not be eligible for the MSMU health insurance plan. MSMU is not responsible for providing or paying for health insurance for the Visiting Scholar or dependents. Proof of adequate health insurance for the Visiting Scholar and dependents throughout the term of the appointment is a condition of a Visiting Scholar appointment.
- *Background Checks:* Conducting individual background checks helps to ensure the protection of the MSMU community, as well as its property and information. MSMU will comply with all governmental restrictions as necessary and applicable. A background check will be required as a condition of a Visiting Scholar appointment. Visiting Scholars are subject to background checks, including:
 - Federal, state, and local criminal checks;
 - Reference Check (must submit letters of support with at least one letter from the Visiting Scholar's home institution);
 - Sex offender registry check;
 - Education check (must submit relative transcripts).

Visiting Scholars are not Employees of MSMU: Visiting Scholars are neither employees nor students of MSMU and cannot hold any other current position at MSMU. *Visiting Scholar designation is an honorary title and does not create, represent or confirm employment with MSMU. Visiting Scholars perform no work for MSMU and they are not entitled to any compensation from MSMU.* Visiting Scholars may receive compensation or credit from their Sponsoring Institution, but that arrangement is solely between the Visiting Scholar and the Sponsoring Institution; MSMU shall not be involved in any such arrangement.

Benefits and Accommodations:

Because Visiting Scholars are not MSMU employees, they will not be eligible for MSMU employee benefits, including but not limited to paid holidays, paid vacation, paid sick leave, long- or short-term disability, life insurance, educational assistance and tuition plans, and/or retirement plans. Additionally, Visiting Scholars are not entitled to workers' compensation benefits under California law.

University transportation is available to Visiting Scholars as is access to libraries and library databases. Under certain circumstances and as approved by the hosting department, Visiting Scholars may be provided with on-campus office space and/or an honorarium (including but not limited to, meal plans, housing, travel to MSMU). Such honorarium is not compensation for work performed or services provided to MSMU.

Compliance with MSMU Policies:

Visiting Scholars are required to comply with, and should familiarize themselves with, all MSMU policies.

Of particular importance is the Visiting Scholar's receipt, understanding and acknowledgment of the MSMU Policy of Zero Tolerance for Unlawful Harassment, Discrimination and Retaliation/Compliance with Title IX.

Failure to comply with any MSMU policy or directive may result in penalties, including, but not limited to termination of the appointment. While at MSMU, Visiting Scholars are also required to abide by all applicable policies of their employer and/or sponsoring entity.

Protection of Confidential Information:

During the course of the appointment, the Visiting Scholar may have access to, learn of or come into the possession of trade secrets or proprietary or confidential information that belongs to MSMU, its employees, students, or others. All such information is strictly confidential and may not be disclosed to anyone outside of MSMU, including disclosure to friends, family members, or any MSMU ex-employee or employee who is not entitled to this information, except as protected and/or required by law, such as disclosures protected by the Defend Trade Secrets Act of 2016. Visiting Scholars must agree to safeguard MSMU's confidential information both *during* the appointment and *after* the appointment ends.

Appointment Termination:

The Academic Director for the Center of Global Initiatives, the Provost, and the President of MSMU have the authority to terminate the appointment of any Visiting Scholar at any time for any reason, with or without prior notice, as determined by the sole discretion of MSMU. Visiting

Scholar appointments will be terminated immediately if the Visiting Scholar becomes unemployed with and/or loses sponsorship by the sponsoring entity prior to commencement of or during the appointment. Visiting Scholar appointments will also be terminated immediately if the Visiting Scholar's Visa becomes invalid prior to commencement of or during the appointment.

Application:

To apply for a Visiting Scholar appointment, applications must be submitted to the Academic Director of the Center for Global Initiatives and the Provost.

Deadline: Applications must be submitted at least two semesters (a year) in advance of the proposed period of residence. For Fall residency (or year-long residency), August 15 of the previous year is the deadline; For Spring Residency, January 15 of the previous year is the deadline.

For example, for Fall 2020 residency or full year residency (beginning in August) applications are due by August 15, 2019. Spring Residency 2021 (beginning January) applications are due January 15, 2020.)

Documents to be Submitted as Part of Application:

- (1) International Visiting Scholar Application (includes hosting department signature)
- (2) Applicant's c.v. or resume – must be a teaching resume (and/or research agenda).
- (3) Three academic letters of support are required by hosting department or center. At least one of the letters must be from the chief academic officer of the Visiting Scholar's home institution.
- (4) A signed letter from an MSMU faculty sponsor plus the department chair. MSMU faculty sponsor must be tenure-track or tenured.
- (5) Budget (to be submitted by faculty host or CGI's director)
 - a. The budget should include detailed plan to cover any associated costs.
- (6) Detailed description of academic activities planned during appointment. (To be submitted by applicant in consultation with the faculty sponsor and department chair.) The following must be addressed in the description:
 - a. Names of any course(s) will be teaching and attach syllabus (syllabi).
 - b. Description of research talks and/or collaborative research plans.
 - c. Description of any art/music/film/writing activity (if relevant).
 - d. Description of how this candidate's presence on campus will benefit the hosting department and the university as a whole.
 - e. In what ways will this candidate's stay on campus benefit students?
 - f. Candidate's academic and/or professional expertise.
 - g. Proof of English proficiency as detailed under Eligibility Requirements.

Documents to be Submitted before Final Confirmation of Appointment:

If a candidate is extended a conditional appointment as a Visiting Scholar, the candidate must submit the following as a condition of appointment:

- (1) Proof of J-1 visa to last the for the duration of the appointment, as a condition of the appointment.
- (2) Proof of valid medical insurance, as a condition of the appointment.

(3) Signed Acknowledgment of Terms and Conditions of Visiting Scholar Appointment

Appointment Confirmed: Visiting Scholars may not begin their appointment at MSMU until the appointment has been finalized and confirmed by MSMU and an official start date has been determined. The official start date must always be later than the date of the appointment and only set after all conditions of the appointment have been met.