



SUBJECT: VISITING SCHOLARS AND GUEST SPEAKERS

It is desirable for the University, from time to time, to make opportunities available for Visiting Scholars to make contributions to the University, its students, its programs and its research activities. Faculty may also enrich their teaching with the perspectives of Guest Speakers in their classes.

1. Purpose

To provide the guidelines for inviting Visiting Scholars or Guest Speakers ("Collaborators") to the University. This policy also defines the services that the sponsoring Faculty Member, Employee, Program, School, College or Department ("Sponsor") may offer to these individuals.

2. Definitions

"Guest Speakers" assist their Sponsor on a short term basis (up to maximum 10 hours), typically, but not limited to, speaking to a class of undergraduate students on a special topic.

"Visiting Scholars" assist their Sponsor on a longer term basis (generally one year or less), typically by helping with teaching and/or research.

3. Scope

This policy applies to all Collaborators not be em

Additionally, it is the responsibility of the Sponsor's Chair to advise the Office of the Provost of the early departure of the Collaborator (i.e. if the indi

8. Costs

All costs associated with the administration of Collaborators, including costs associated with the applicable services noted above are the responsibility of the Sponsor.

9. Reporting

Collaborators are not counted in staff or faculty FTE reports.