

Guidelines for Hosting a Visiting Scholar at University of Wisconsin–Milwaukee

Introduction

With both local and global impact in research, education and community engagement programs, scholars and scientists join UW–Milwaukee to engage in research, scholarship and cultural exchange. This document provides guidelines for faculty and academic units interested in hosting domestic or international Visiting Scholars.

Who is a Visiting Scholar?

Visiting Scholars are researchers, scientists, postdoctoral researchers, graduate students, or other distinguished academics who are not affiliated with UW–Milwaukee and who wish to spend a defined period of time at UWM pursuing scholarly activity, research, writing, artistic collaboration, or inquiry. Visiting Scholars are not classified as employees, students, faculty, staff or postdoctoral researchers of UW–Milwaukee. Note, Visiting Scholars are not Visiting Faculty—the latter are UWM employees. Interns are not considered Visiting Scholars, and UWM has separate guidelines for interns and internships. In addition, individuals who are using UWM facilities under a use-of-equipment agreement are not considered Visiting Scholars. Most Visiting Scholars are affiliated with UWM for an extended period, usually lasting three weeks through one year. Visitors coming to UWM for less than three weeks are not usually considered Visiting Scholars.

Considerations for Hosting a Visiting Scholar

The UW–Milwaukee Provost’s Office encourages faculty and academic units to host Visiting Scholars for extended periods of research, scholarly activity and cultural exchange. Having Visiting Scholars on campus provides valuable scholarly and cultural collaborations, builds long-term Research 1 supports, provides networking and recruitment opportunities, and enhances the university. Hosting Visiting Scholars is an important responsibility that requires investments of time and resources to be successful for all participants.

Questions to Address Prior to Inviting a Visiting Scholar

Regardless of whether a UWM employee initiates an invitation to someone outside UWM or a scholar contacts someone at UWM asking to become a visiting scholar, the prospective host and leadership should ask the following questions to determine the benefits for inviting and hosting a Visiting Scholar.

1. Who is the visitor and how did the prospect of becoming a Visiting Scholar get initiated?
What is the scholarly or cultural purpose of the visit?
 - Do you know the potential visitor, and how familiar are you with that person’s research?
 - If you do not know the potential visitor, have you checked professional references for that person?

- What are the goals of the visit? Have those goals and expectations been discussed and agreed upon in advance?
 - Did an international placement agency initiate contact? Is this agency known to UWM's CIE?
 - Is the Visiting Scholar proficient in English and capable of conducting scholarly activities and living in the community?
2. Does your department or academic unit have existing guidelines and supports in place for Visiting Scholars?
 - Who will be the Visiting Scholar's guide, mentor or host? Does this host have workload capacity to provide these hosting services?
 - Has a plan for the visitor/s been developed? Will department meetings, scholarly activities, or other campus events be a required part of the visit?
 - Where will the Visiting Scholar stay or live during the visit? Is the host available to help find affordable housing? Who will help orient a long-term Visiting Scholar to the Milwaukee community?
 3. Are the Visiting Scholar's financial resources sufficient for the entire term of the planned stay?
 - Will the Visiting Scholar bring family members, which will require additional resources and visa planning? Does the family include school-age children?
 - Contact CIE for details regarding the minimum financial resources needed for extended stays in Milwaukee.
 4. Will the visit include activities that require intellectual property protections? Will the visit result in research or scholarly output that requires patent or co-authorship agreements?
 - Country- or institution-specific restrictions may be placed on the nature of work to be completed, intellectual property, patents or copyright protections.
 - Terms of sponsored programs or research may have requirements or restrictions in place for those who will be engaged in the research/project. Has OSP been contacted to verify contract terms will allow for Visiting Scholar participation?
 - To avoid confusion and conflict, share in advance UWM's [Intellectual Property website](#), which includes policy and expectations.
 5. What type of visa will be required?
 - Most International Visitors Scholars require a J-1 visa. Has the host reviewed online information or talked to someone at [UWM's CIE](#) for more information?
 - Preparations for an international visitor should start at least six months prior to the visit start and should involve CIE.

UWM Process for Inviting and Hosting a Visiting Scholar

Step	Documentation Needed	Responsible Parties
Scholar contacts potential UWM host or UWM host approaches scholar expressing interest in a visit	Letter of interest - can be sent or received as an e-mail	Visiting Scholar or UWM Host

Notification of expressed interest sent to respective Dean's Office or dean's designee	E-mail with letter of interest, if available. Otherwise, email with full scholar contact information, area of research, research plan and dates of visit. Justification for how visiting scholar would contribute to UWM research and teaching community.	UWM Host
Visiting Scholar interview to determine English proficiency, that their research agenda is aligned with those of UWM, and that they have the ability to make accommodations in the U.S. For international Visiting Scholars, language proficiency should also be assessed.	Research proposal and other documents as requested, e.g., proof of English proficiency	UWM Host
Proof of international scholar's English proficiency must be sent to the Dean's designee for inclusion in application materials for DS-2019.	Due to stricter enforcement of regulations, no application for a visiting scholar will be considered without proof of English proficiency. If scholar does not have proof of English proficiency recognized by U.S. Department of State (TOEFL, IELTS, native English speaker, graduation from English speaking institution), personal interview in English must be conducted by the Faculty Host and the results forwarded to the Dean's designee. Interview can take place via telephone, videoconferencing, or through software like Zoom or Skype. If scholar has recognized proof of English proficiency, scholar sends documentation to Dean's designee.	UWM Faculty Host or Visiting Scholar, depending on circumstances
Approval from Dean's office to UWM host; Dean's Office will proceed with formal invitation	E-mail or letter	UWM Dean
Formal letter of invitation from the Dean drafted and sent, along with J-1 scholar requirements, to visiting scholar. Signed contact letter sent to the scholar must be returned via email to the Dean's designee by due date given in the letter.	Letter outlining parameters for what can be promised. Letter typically specifies: no financial obligation by UWM, availability of/lack of office space, library access, time frame of visit, insurance requirements, English proficiency requirements. This letter must come from the Dean's Office. Documents on J-1 requirements (insurance, finances, visa reporting requirements) are sent to the scholar for informational purposes and may also provide the material for an English proficiency interview.	UWM Dean, Dean's designee, Visiting Scholar

Completion of any remaining documentation/forms, if needed for visiting international scholars	<p>At least 4 months before intended arrival date, international scholars will need to provide:</p> <p>From Visiting Scholar:</p> <ol style="list-style-type: none"> 1. Copy of scholar's & any accompanying dependents' biographical/expiration pages from each passport 2. Documentation of financial support, with English translations 3. Proof of English proficiency 4. Resume or curriculum vitae 5. Any other required documents from CIE or Dean's Office <p>From Dean's Office:</p> <ol style="list-style-type: none"> 1. Completed & signed UWM DS-2019 Request Form 2. Signed letter of invitation from the UWM Dean's office, if not already returned. See CIE guidelines for visiting international scholars and host responsibilities. <p>Dean's designee initiates request for information (due to on-going modification of requirements)</p>	Visiting Scholar, Dean's designee
For international scholars, Dean's designee completes and submits DS-2019 application to CIE electronically	All needed documentation must be received by Dean's designee.	Dean's designee
For international scholars, CIE submits application to U.S. Department of State and awaits decision	CIE submits application materials to US Department of State and notifies Dean's designee if DS-2019 is granted.	CIE
When granted, DS-2019 Certificate of Eligibility sent to scholar.	<ol style="list-style-type: none"> 1. Documents are sent to scholar for U.S. visa interview in the scholar's home country. Scholar must supply address for FedEx delivery. 2. Initiate CBC/RPS 3. Copies of DS-2019 are retained in files in HR and Dean's Office 	Dean's designee
International visiting scholar arranges for visa interview at local U.S. Embassy.	Documents provided by UWM are the DS-2019(s) for Visiting Scholar and dependents and a copy of the signed letter of invitation.	Visiting Scholar
Preparations for domestic visiting scholar:	At least three months prior to start of visit, initiate CBC process.	Dean's designee
Within two weeks before scholar's scheduled arrival,	<ol style="list-style-type: none"> 1. Dean's designee makes online ePantherID request as host; Visiting Scholar option is selected on the webform application. UITS will 	Dean's designee, UITS (Identity and Access Services)

UWM ID and access requested	<p>send information regarding campus ID and email access to Visiting Scholar for activation.</p> <ol style="list-style-type: none"> Dean's Office initiates/verifies that CBCs, required trainings, and documentation has been completed, collected and retained <p>*UITS Identification and Access to Services will not grant access to university services for more than one year at a time. If scholar's visit is extended, Dean's designee must be notified. Multi-year visits must be renewed annually. Dean's designee acts as sole point of contact for access to services and should be the first person contacted if access to service is lost.</p>	
Announcement of scholar's visit to UWM community	<p>Message sent to:</p> <ol style="list-style-type: none"> respective division/unit email listserv, with abbreviated scholar CV (including picture, if desired) and to division website manager for inclusion on the UWM website (if desired), relevant Research Committee, where applicable, about visiting scholar research plans and agenda. 	UWM Faculty Host
Arrival and Orientation	<p>Plan to meet the visitor and/or arrange transportation upon arrival to Milwaukee. Also, plan to orient the visitor to Milwaukee and local services, amenities and emergency contacts. Arrange or conduct a campus tour. Escort international visitors to CIE office. Escort visitor to department offices, labs, etc. Plan a department or program welcome party or gathering.</p>	UWM Faculty Host
Ongoing mentoring and scholarly/cultural exchange	<p>Prepare a mentoring plan and schedule, with more engagements earlier in the visit. Provide opportunities for visitors to share their personal interests or research activities (e.g., brown bags, department meetings, cultural exchanges, campus events, scholarly presentation, etc.). Work to build a long-term professional relationship with the department and university.</p>	UWM Faculty Host
Prior to planned end and visitor departure	<ol style="list-style-type: none"> Contact CIE and the Dean's designee to confirm planned departure. If there's a desire to extend the visit, inform both the Dean's designee and CIE of the planned extension and additional requirements. Prepare a plan for long-term engagement with the visitor and home institution, including regular communications. If requested by the visiting scholar, prepare a document that confirms the scholar's time at UWM and activities conducted. 	UWM Faculty Host, Dean's designee, CIE

<p>Following scholar's departure, unless Dean's designee is otherwise informed, access to UWM services are discontinued by UITS.</p>	<p>UITS conducts routine "housecleaning" of non-employee, non-student accounts. If scholar has extended visit, UWM Host must notify the Dean's designee with new departure date when extension is granted to prevent disruption of email and other campus services. Verify that records are closed out in PAWS and any other tools.</p>	<p>UWM Host, Dean's designee, UITS</p>
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