

Guidelines for Those Seeking a Visiting Scholar Invitation at University of Wisconsin–Milwaukee

Introduction

The University of Wisconsin–Milwaukee (UWM) is a top-tier research institution with an access mission located in Wisconsin’s largest city and metroplex. With both local and global impact in research, education and community engagement programs, scholars and scientists join UW–Milwaukee to engage in leading research and scholarship. This document provides guidelines for domestic and international scholars and scientists who are interested in becoming a Visiting Scholar.

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.

How Does One Become a Visiting Scholar?

Visiting Scholars must first be invited by a UW–Milwaukee faculty member, program director, a school/college leader or other designated authority (e.g., dean, associate dean) to visit for a determined length of time with a well-defined purpose. Those interested in becoming a Visiting Scholar may initiate the conversation with a faculty member or program. Some UWM departments, programs or schools/colleges have information available online for those interested in becoming Visiting Scholars, including any special considerations, research interests, or fees. The hosting faculty member or leader will initiate the process followed by an authorized invitation letter from the appropriate academic unit or division authority.

International scholars should review UWM’s Center for International Education [webpages](#) for specific details and requirements for visiting the U.S. as a Visiting Scholar. Visiting Scholars are considered international scholars if they are neither a U.S. citizen nor U.S. resident and do not hold a valid U.S. passport. International Visiting Scholars should start planning 6-12 months in advance of their planned visit due to visa acquisition requirements. International Visiting Scholars are responsible for securing the required paperwork to pursue scholarly activities in the U.S., including proof of financial resources, English-language mastery and for paying the

required visa fees. International Visiting Scholars must work with UWM's Center for International Education in processing the required visa and forms.

What Is the Nature and Responsibility of the Appointment?

Visiting Scholars and hosting faculty/academic unit should have clearly defined research or scholarly objectives or cultural exchange goals in writing prior to the visit. These research objectives and goals should be filed with the Dean or Division Head of the academic unit/division hosting one's visit.

Visiting Scholars will receive an honorary non-academic title as Visiting Scholar for the defined period of time. The appointment to Visiting Scholar does not include compensation for services performed, health insurance, workers' compensation insurance, unemployment benefits, or eligibility for academic tenure. In some cases, Visiting Scholars may be required to sign waivers for intellectual property and patent rights protections.

While not UWM employees, all Visiting Scholars are subject to state and federal laws, University of Wisconsin Board of Regents and UWM policies, and the same expectations for workplace behavior, safety and security as employees. Prior to the visit, UWM will conduct criminal background checks for long-term Visiting Scholars (and Restricted Parties Screening for international visitors). In addition, long-term visiting scholars will be required to complete mandatory online training, including at least both Information Security and Sexual Harassment training.

What UWM Resources Are Provided to Visiting Scholars?

Visiting Scholars with affiliations lasting longer than three weeks will be provided an ePantherID, which includes an email account and access to UWM's wireless network and other resources. Visiting Scholars may also be provided keys to labs or available office space. The academic unit hosting your visit will initiate this process. Visiting Scholars are not provided personal computers and must provide their own. Scholars whose activities require access to computational resources must work with their faculty or unit host to define the extent of available access.

Visiting Scholars will have access to UWM's library resources and research archives. Access to archives and library resources under the control of a department of special collections may require additional permissions and should be communicated in the Visiting Scholars invitation letter. Visiting Scholars also may have access to fitness facilities (fees required) and may have options to purchase reduced-fare bus passes (depending on current policy).

Are There Costs or Funding for Visiting Scholars?

UW-Milwaukee does not provide funding support for Visiting Scholars. Prospective Visiting Scholars should have leave and financial supports from their home institution or funding source (e.g., national or private sources, fellowships or awards, collaborative project supports, sponsorship from one's home institution, self-support, or some other funding source). International Visiting Scholars are required to provide documentation of financial resources to

support one's stay as a condition for a U.S. visa. In addition, International Visiting Scholars must pay fees to the U.S. government and/or U.S. Consulate when securing a visa.

Currently, UW–Milwaukee does not assess an institutional administrative fee for processing Visiting Scholar and visa applications. Some UW–Milwaukee schools, colleges, programs or departments may charge fees for hosting one or more Visiting Scholars. UWM units that do assess Visiting Scholar fees should have that fee schedule posted to their website or available in print. All fees should be paid to the respective UWM academic unit and should not be paid to individual UWM faculty.

All Visiting Scholars wishing to become a UW–Milwaukee Visiting Scholar should secure financial resources for their travels to/from Milwaukee, room and board costs while staying in Milwaukee, health insurance (if needed), and other miscellaneous living expenses needed for the duration of their visit.