

International Visiting Scholar and Professor Guidelines

The University of Northern Iowa encourages colleges, departments and faculty members to invite foreign scholars to campus to engage in academic and research collaborations and to teach. Such visits provide the UNI community with a diversity of perspectives, which facilitate the generation of knowledge.

Colleges, departments and faculty members should begin the process of inviting foreign scholars to UNI or of assessing proposals by foreign scholars to come to UNI by considering the intended role of such scholars and the availability of facilities, resources and personnel to support the visitor. Facilities may include office and laboratory space; resources may be needed to cover transportation, housing, meals, or salaries for teaching; and personnel may be needed to mentor or assist visitors. In addition, a determination should be made about the appropriate rank to be awarded to a foreign visitor. The classification "Visiting Scholar" is appropriate for graduate students (not intending to take or audit courses), non-academic researchers, faculty members intending to visit UNI for reasons other than teaching, and foreign university officials intending to visit UNI for meetings. One of the visiting professor appointments is appropriate for a visitor who holds a comparable academic appointment at a foreign university and will be teaching at UNI. Curriculum vitae and proposals of intended research or teaching must be obtained from all potential visiting scholars and professors and used in making the decision whether to host the visitor.

International visiting scholars or visiting professors may receive compensation, honoraria, housing, meal plans, and other benefits, and in most cases the cost of these benefits must be borne by the college or academic department. The only exception is where a current university-wide international partnership agreement provides for housing and/or meals. In such cases, the Office of International Programs is responsible for these costs. Please note that no new agreements with such a provision are being considered. It is recognized that colleges, academic departments, and faculty members have different financial resources to draw on, and in some cases the cost of a visiting scholar or professor can be expensed on a research grant. Should more than *de minimis* government funds be used to pay or provide a benefit to the visitor, the visitor may be barred pursuant to US law from returning to the United States for two years after the conclusion of their UNI visit. In addition, payments or the provision of benefits to a visiting scholar may be taxable. The appointment of a visiting professor who will be responsible for teaching a course at UNI and who will be compensated by UNI must be made in accordance with University Policy 6.01 Academic Appointments. Should a visitor require access to University confidential information, a confidentiality agreement must be signed and maintained in accordance with University Policy 4.35 Confidential Information. Should a visitor require access to information, material, or equipment covered under the Export Control Act, an agreement must be signed and maintained in accordance with University Policy 13.14 Export Controls.

Should a college, department or faculty member decide to invite an international visiting scholar or professor to UNI, the request must be made through the Office of International Programs. This is to ensure that US visa requirements are met and other US laws and regulations are complied with. A dean must approve an invitation if the visitor is to be compensated or provided with financial benefits. Otherwise, a department head can approve an invitation. The Office of International Programs will draft an appropriate invitation letter, facilitate the visitor's visa application, provide the visitor with an orientation to campus, secure for the visitor a university ID and computer access, and arrange an appointment with the Payroll department where the visitor will receive a stipend or in-kind benefit. There is no charge for these services. Further information and an application form to begin the process are available at <http://www.uni.edu/internationalprograms/inviting-international-visitors>.

Approved by the Academic Affairs Council on January 8, 2013