

UC ANR ACADEMIC HUMAN RESOURCES UNIT (AHR) VISITING SCHOLAR and OTHER VISITORS APPOINTMENT

(APM 430 – Visiting Scholar and Other Visitors)

The Visiting Scholar title will be used for a person who is on leave from an academic appointment, other employment, or student enrollment at a home institution or other entity. A Visitor shall be designated, as appropriate, as a Visiting Scholar (title code 3299), Visitor (Graduate Student) (title code 3730), or a Visitor (Undergraduate) (title code 3731). The Visiting Scholar to the University of California will participate in a short-term, educational, research, or other academic project under the supervision of a UC ANR academic appointee.

Authority: Academic Personnel Manual Section 430: <http://www.ucop.edu/academic-personnel-programs/files/apm/apm-430.pdf>

Short-term visits play an essential academic function in bringing to the University of California knowledge, methodologies, and perspectives; and they allow the University to disseminate knowledge, establish intellectual relationships with other institutions, and foster international exchanges. The limited nature of the visit affords benefits, in variety and flexibility, different from and supplementary to those associated with longer-term appointments.

The maximum appointment period for a Visiting Scholar and Other Visitor can be up to one (1) year, the equivalent of 12 months, more typically for six (6) months or less. Re-appointment is permitted so long as cumulative time is no greater than 12 months. The Appointment is self-terminating. The University of California may terminate the appointment without prior notice and withdraw associated privileges.

- Visiting Scholar and Other Visitor is a without salary (WOS) appointment.
- A Visitor (Graduate Student) or Visitor (Undergraduate) must be enrolled in a degree granting program or equivalent at an institution of higher education other than the University of California.
- There is no entitlement to compensation, whether in the form of salary or wages from the University of California.
- Service as a Visiting Scholar or Other Visitor constitutes neither employment nor enrollment as a student at the University of California.
- A Visiting Scholar must possess a terminal degree appropriate for this status.
- If the Visitor possesses four (4) years of relevant work experience (no title less than Assistant Professor), the terminal degree requirement may be waived.

- The Visiting Scholar appointment must serve an academic purpose for the unit in which they are visiting.
- Visiting Scholars or Other Visitors are self-supported and must provide evidence, appropriate to the duration of the appointment, of adequate health insurance and financial support from non-UC source(s).
- A UC ANR Visiting Scholar or Other Visitor is appointed by the UC ANR Vice Provost for Academic Personnel.
- Typical processing time for a request made via e-mail to Academic Human Resources (AHR) that contains the Request Form and supporting documents is approximately 120 days from date of receipt by AHR. If the idea for such an appointment is in the discussion phase, approximately 30 additional days may be necessary to commence the process.
- A Visiting Scholar or Other Visitor may be hosted by any UC ANR academic Appointee (Host) with their Unit Director's approval.

Frequently Asked Questions

What is the authority governing a request for a Visiting Scholar or Other Visitor (Visitor) appointment?

Policy and procedures published in the Academic Personnel Manual Section 430 (APM 430) Visiting Scholar or Other Visitors apply to visitor appointments.

For what purpose will the Visiting Scholar and Other Visitor appointment exist?

For visitors to participate in a short-term, educational, research, or other academic project under the supervision of an academic appointee. The appointment must serve an academic purpose for the unit in which they are visiting.

What are the requirements affecting a Visitor appointment to the University of California?

The Visiting Scholar and Other Visitor must be on a leave of absence from an academic appointment, other employment, or student enrollment at a home institution or entity other than the University of California.

Which ANR administrative unit will manage and track the Visiting Scholar and Other Visitors' appointments?

The AHR Unit will oversee these appointments.

How should an ANR Host Appointee initiate the request to invite a Visiting Scholar or Other Visitor to their location?

The ANR Host Appointee may wish to contact Becky Sisman at 530 750-1284 to discuss hosting a prospective visiting scholar or other visitor. Following that initial contact, the ANR Host Appointee should access the *Visiting Scholar and Other Visitor Request Form* along with the *Procedures and FAQs* from the [AHR web page](#) and follow the procedures to gather and submit the applicable information. When the packet is complete, e-mail all documents to Becky Sisman at bsisman@ucanr.edu to continue the review and approval/denial process.

Who should prepare the form, justification summary letter to the Vice Provost, Visitor's CV, transcripts, work history, etc.?

The ANR academic Host Appointee, who will act as the Host, shall prepare the necessary request form and attach supplemental supporting documents. The Host should acquire the CV, evidence of health insurance and financial statement of self-support from the prospective visitor. The Host shall submit these documents to their County Director, REC Director, or academic supervisor for first review prior to submission to AHR for review. No invitation or appointment letter should be issued (extended) prior to AHR approval.

Who may submit a request for a Visiting Scholar and Other Visitor (Visitor) appointment?

Any ANR academic Appointee may, with their Unit Director's approval, submit a request.

When should the UC ANR Host Appointee submit the request packet?

Contact the AHR unit at least 120 days prior to the requested appointment start date. Generally, processing time for a request made via e-mail to AHR that contains the *Request Form* and supporting documents may be approximately 120 days from date of receipt by AHR. If the idea for such an appointment is in the discussion phase, approximately 30 additional days may be necessary to commence the process.

Who, in ANR, will approve/deny the request?

The Vice Provost for Academic Personnel will approve/deny requests for visiting scholars and other visitor appointments.

When could the terminal degree requirement be waived?

A Visitor's four (4) or more years of relevant work experience may be considered in lieu of the terminal degree requirement (only for the Visiting Scholar title, not for the Visitor Graduate or Visitor Undergraduate title). This is evaluated on a case-by-case basis.

How are work location health and safety concerns addressed?

The Host Appointee is responsible for ensuring all health and safety training and orientation available to the locations' staff and academic members are made available to the visitor.

Are there health insurance requirements for the Visitor?

Yes. Visiting Scholars and Other Visitors must provide evidence of health insurance for the appointment duration. If international, please be aware that the visitor will need to enroll in an insurance plan that meets the minimum requirements set forth by the U.S. Department of State. For more information, see [Health Insurance for J1 Scholars](#).

Must the Visitor demonstrate financial sustainability?

Yes. Visitors are self-supported and must provide evidence, appropriate to the duration of the appointment, of adequate financial support from sources external to the University of California.

Are Visitors eligible for compensation?

No. Visitors are ineligible for compensation, whether it be in the form of salary or wages, from the University of California.

Are there US or California tax considerations for the visitor?

There are no US or California tax considerations for a visitor because all visitors are without salary appointments.

Will this appointment have a merit review?

No. The appointment is self-terminating. Visitors are ineligible for compensation, whether in the form of salary or wages, from the University of California.

May the Host Appointee submit a request to reimburse the Visitor for fees paid by the Visitor?

Visitors may be eligible for reimbursement of expenses including official University business travel and incidental research expenses. Requests for reimbursement will be reviewed by the AHR unit on a case-by-case basis.

What are reimbursable expenses?

A reimbursable expense is an expense that contributes to any one of the University's major functions of teaching, research, patient care or public service¹.

Will the Host appointee incur expenses?

If the visitor is from another country, there could be an expense related to a \$727 recharge fee paid to the UC Davis Services for International Students and Scholars (SISS) office to facilitate an J-1 Exchange Visitor program. Fees are subject to change and are discussed on a case-by-case basis. It is possible that some visitors' VISA fees could be paid by their sponsoring university, employer, or as in the case of Fulbright Scholars, by their scholarship sponsor. Therefore, the discussion about fee payments shall be thoroughly undertaken on a case-by-case basis by AHR, the Host Appointee and responsible fiscal officer.

The Host Appointee is responsible for informing their account(s) fiscal officer of the interest to host a visitor and expected associated cost to prepare the fiscal officer to verify the availability of the funds when the Recruitment and Fund Verification form is provided to him/her by AHR. On the Recruitment and Fund Verification form the Host appointee shall include the affected account-fund-sub string(s) to be used to pay the SISS recharge fee and any associated expenses.

Will the Visitor incur an expense?

There could be expenses for the visitor if the visitor is not a U.S. citizen or Permanent Resident. International visitors may be responsible for the payment of U.S government fees, such as: 1) visa processing fee paid to the U.S. Department of State; 2) SEVIS Fee to the U.S. Department of Homeland Security for maintenance of the Student and Exchange Visitor Information System (SEVIS); and 3) additional [reciprocity fees](#), if applicable. These fees are subject to change. There could be other applicable fees based upon the visa category.

What steps should be taken to request appointment of an international visiting scholar?

The UC ANR Host Appointee should immediately contact AHR regarding the invitation of an international visiting scholar. Be aware that requests involving work authorizations may include unpredictably protracted processing times.

What special consideration involves an international Visitor?

In the case of an international Visiting Scholar and Other Visitor, UC ANR AHR must accommodate the interface between UC ANR and the UC Davis Services for International Students and Scholars (SISS) office. Start dates cannot be guaranteed as they are subject U.S. Department of State visa processing times.

¹ See Business and Finance Bulletin G-28 for guidelines related to reimbursement of business and travel expenses.

What is the allowable Visitor appointment duration?

Visiting Scholars are appointed for short periods not to exceed one (1) year (a cumulative total of 12 months) and more typically, for six (6) months or less.

Under what circumstance(s) may a re-appointment be allowed?

Reappointments are permitted with the total amount of time not to exceed 12 months.

How does the Visiting Scholar appointment end?

The appointment is self-terminating, however, reappointment is permitted for up to a cumulative total of 12 months. The University of California may terminate the appointment without prior notice and withdraw associated privileges.

Approximately two to three months prior to the appointment end date the Host Appointee should expect to hear from the AHR Unit analyst who will inquire about the need or intent to re-appoint the visitor. If international, SISS will communicate with the Visitor and the AHR unit about any need to extend the immigration status about two months prior to the end date. AHR will communicate with the Visitor and Visitor's supervisor/CD, as needed.

Approximately 60 days prior to the appointment end date, the Host Appointee should discuss with the visitor the appointment end date. Discussion topics could include, but not be limited to, concluding the visitor's project(s), vacating university-owned or other housing, transportation, and other matters deemed appropriate by the Host Appointee and visitor.

How will the prospective appointee know that the requested appointment has been approved?

Through working with the AHR unit, the prospective Visitor's supervisor (usually the UC ANR Host Appointee) will provide the prospective appointee with an appointment letter for their review and signature of acceptance. The appointment letter will inform the prospective appointee of the following appointment working conditions**:

1. Appointment Description of Visiting Scholar or Visitor
2. Duration – beginning and end dates of the appointment
3. Appointment Type
4. Supervisor name and contact information
5. Host location(s)
6. (Non-)Entitlement to health and welfare, leave, retirement, applicable web sites
7. Non-immigrant worker status information
8. Work environment details such as smoking/non-smoking regulation: "As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), are strictly prohibited."