Guidelines for Visiting Scholar Appointments¹

Purpose
Visiting Scholar are honorific appointments extended to individuals intending to engage in specified collaborative research or other intellectual involvement with the faculty of an academic department/program for a limited time, e.g., a semester or year. Normally, the collaboration with the department consists of participation on a research project and presentation of seminars or lectures. Appointment provides a mechanism for scholarly collaboration with UMass Dartmouth (UMD) faculty and access to resources and laboratory facilities.

Visiting scholars are experts in their fields from other institutions, governments, and/or organizations. They remain under obligation to their employers and may receive financial support from their institutions, governments, and/or organizations.

Criteria
Minimum qualifications shall include a) the appropriate academic degree and/or academic rank or equivalent professional experience in the field of the appointment (or being a doctoral candidate), b) having an appropriate professional position at another higher education or research institution, or c) being retired from such positions.

Responsibilities & Privileges
- Visiting Scholars contribute to research/scholarly endeavors primarily; some secondary teaching activity is allowable, if deemed mutually beneficial.
- A Visiting Scholar appointment does not constitute or implicate a conventional employment relationship at UMD although the individual must obtain an ID number through the Office of Human Resources [http://www.umassd.edu/hr/requestemplid1-19-09.doc](http://www.umassd.edu/hr/requestemplid1-19-09.doc)
- In any formal representation of the appointment the full and correct title must be used.
- The individual should acknowledge UMD in any publications or other results from the appointment.
- Appointees observe all relevant UMD policies and procedures as delineated in the faculty handbook. [http://www.umassd.edu/faculty/handbook/welcome.cfm](http://www.umassd.edu/faculty/handbook/welcome.cfm).
- Appointees will adhere to all regulations on research conduct as described below.
- Visiting Scholars may audit classes on a limited basis for a fee.

Benefits
The following non-inclusive/contractual list of courtesy benefits is extended to visiting scholars in consideration of the services they provide to UMD.
- Visiting scholars are entitled to a UMD email account and library privileges;
- Assistance with visa documentation indicated below;
- Access to study and research facilities;
- Access to computing facilities or services;
- Access to University recreation facilities for a fee: [http://www.corsairathletics.com/fitness-center/masd-fitness-center.html](http://www.corsairathletics.com/fitness-center/masd-fitness-center.html);
- Resources, such as office space, secretary time, may be provided at the discretion of the department chair.
Visiting Scholar Appointment Guidelines

- Visiting scholar appointments are honorary (non-compensated or benefitted) positions. However, some remuneration can be extended with suitable justification and funding source.

Appointment Process
The sponsoring department will review the candidate's credentials and assure that the appointment meets the purpose and criteria above. The department shall produce a letter or memorandum (sample attached) to the Dean explaining the purpose and benefits of the visit or scholarly collaboration, attaching a CV, verifying visa/export control status, and specifying the appointment duration and contact information. Further, any financial arrangements including written assurance from the external sponsor for the individual’s financial support (if pertinent) and anticipated teaching responsibilities should be included. The Dean will recommend appointments to the Office of Human Resources. When the paperwork is approved, the Visiting Scholar will receive a letter of appointment from the Dean that must be signed and returned to indicate acceptance. The individual recommending the candidate is responsible for supervising the appointee and will serve as the point of contact for any administrative matters that arise.

¹ This document supplements University of Massachusetts Dartmouth Academic Affairs Division – Procedure for Honorific Appointments, April 2011. 

Conduct of Research
The University strives for excellence in research and all sponsored or non-sponsored research will adhere to federal, state laws and UMass regulations. Responsible conduct of research is described in the Policy on Misconduct in Research
http://www.umassd.edu/grants_contracts/fundingguides/policies/misconductinresearch.cfm

Intellectual Property
Intellectual property (IP) policies are defined here:
http://media.umassp.edu/massedu/policy/IntellecPropertyUMD.pdf
Absent express agreement to the contrary, the visiting scholar is obligated to assign any IP created at UMD, with UMD resources or working on UMD grants to UMass Dartmouth or its sponsor(s). The potential appointee and his/her UMD sponsor are responsible to avoid conflicts between responsibilities to UMass Dartmouth and responsibilities to other institutions or organizations. The UMD sponsoring department should secure the signature of the visitor on a Participation Agreement
http://www.umassd.edu/grants_contracts/fundingguides/policies/participationagreement.cfm
Questions about these responsibilities should be directed to the Office of Research Administration (ORA). http://www.umassd.edu/grants_contracts/

Non-immigrant Visa (if required)
UMass Dartmouth and the sponsoring Department may assist a potential foreign visiting scholar with J-1, B-1 or other visa requests through the International Student and Scholar Center http://www.umassd.edu/international_students/. The foreign visitor must obtain the proper visa prior to his/her departure from his/her home country.