



### **Visiting Scholar Policy**

The Belk College of Business (BCOB) hosts visiting scholars to promote collaboration and interaction between the BCOB faculty and students and the global academic community. Hosting visiting scholars requires a commitment of resources on the part of the College. Therefore, no visitors should be invited without specific written approval via the process described below.

#### *Requirements for Consideration*

1. A visiting scholar should hold a faculty or research position at another academic institution.
2. The purpose of the visit should be to conduct research or engage in other scholarly work at the BCOB for no more than 12 months.
3. The application should be initiated by the faculty host, a full-time faculty member within the sponsoring Department who has agreed to work with the visiting scholar during his/her stay at the BCOB.
4. The application should be fully supported by the sponsoring Department.
5. The visiting scholar should be fully funded by his/her home institution or other funding source(s).
6. For international visitors there is increased scrutiny due to the heightened responsibility and liability on the part of the college. The U.S. Department of States Exchange Visitor Program requires that all J-1 scholars and accompanying dependents in J-2 status maintain health insurance for the full duration of stay in the United States. The visiting scholar should work with the Associate Dean for Faculty and Research's Office and International Student/Scholar Office to complete all requirements.

#### *During the visit, visiting scholars will be expected to:*

- Have office space, if available,
- Have access to library resources and databases according to university policies,
- Have access to computing equipment, and
- Participate in research seminars and other College/Department events.

#### *Application Process (see Appendix A for procedures):*

1. Upon agreeing to work with a prospective visiting scholar, the faculty host should submit the application to the Chair of the sponsoring Department for consideration. The application must be submitted at least three months prior to the proposed visit and should include the following items:

- a. A letter of intent from the visiting scholar that outlines his/her interests and goals for the visit, the plan for collaboration between the faculty host and visiting scholar, and the specific start and end dates of the visit.
  - b. A current CV for the visiting scholar.
  - c. A letter of support from the visiting scholar's home institution.
  - d. A letter from the funding institution or agency specifying the amount (total or per period) and duration of funding support.
  - e. A letter of support from the sponsoring faculty describing the ongoing professional relationship with the proposed visiting scholar and the value/purpose of the visit to the sponsor and the college.
2. The Chair of the sponsoring Department will consider the application and consult with the Associate Dean for Faculty and Research regarding availability of space and resources for supporting the visiting scholar before making a decision. There is a maximum number of visiting scholars the College can host in a given year.
  3. If the application is approved, the sponsoring Department will work with the College to provide office space and computer equipment. If the visiting scholar is not a US resident, the Associate Dean for Faculty and Research's Office will coordinate with the visiting scholar and the International Student/Scholar Office to make sure proper documentation regarding immigration related matters (including DS-2019) are completed.
  4. International visiting scholars obtain J-1 visa from home country. Note that the U.S. Department of State Exchange Visitor Program requires that all J-1 scholars maintain health insurance for the full duration of stay in the U.S.

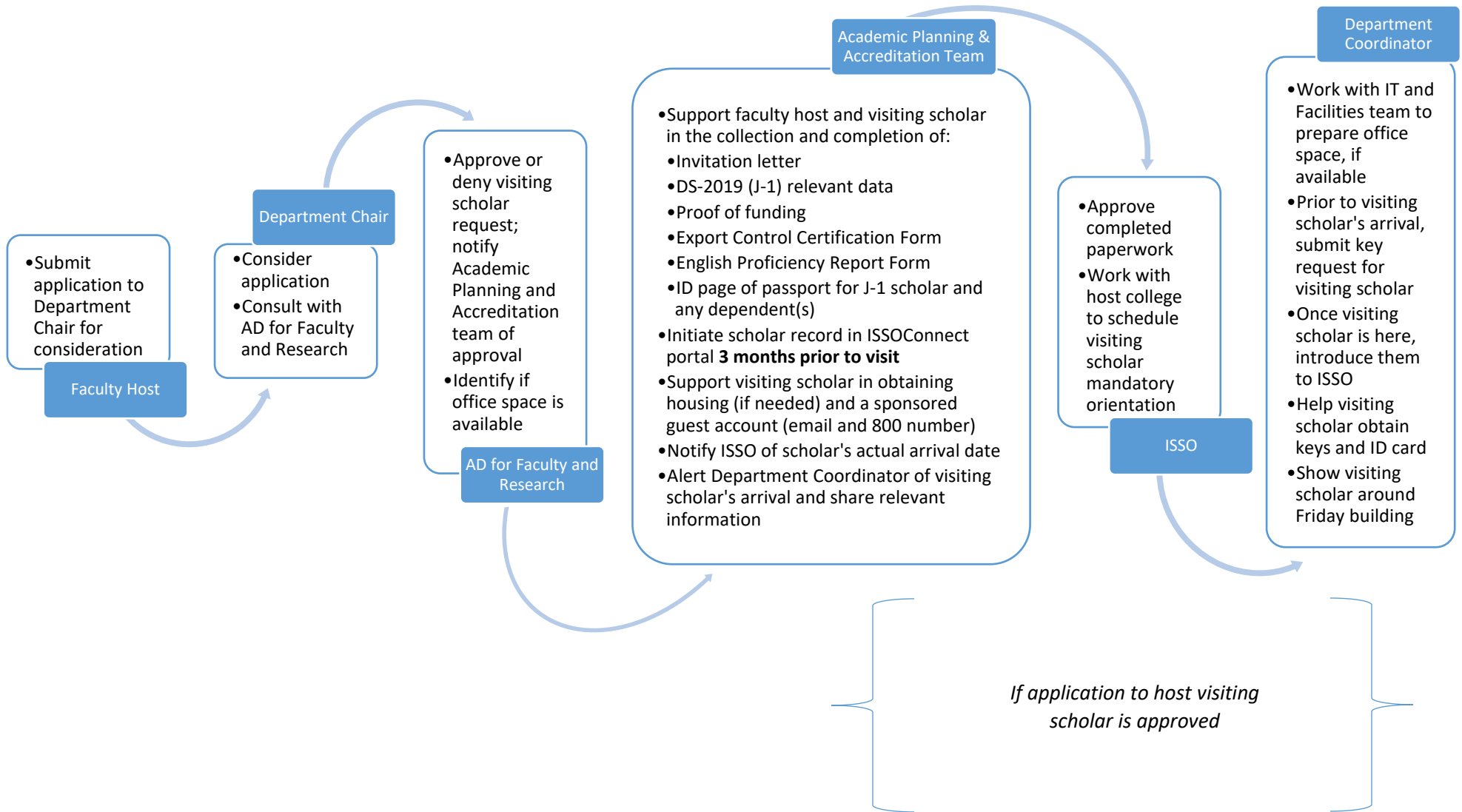
Adopted October 6, 2017

Revised October 10, 2019

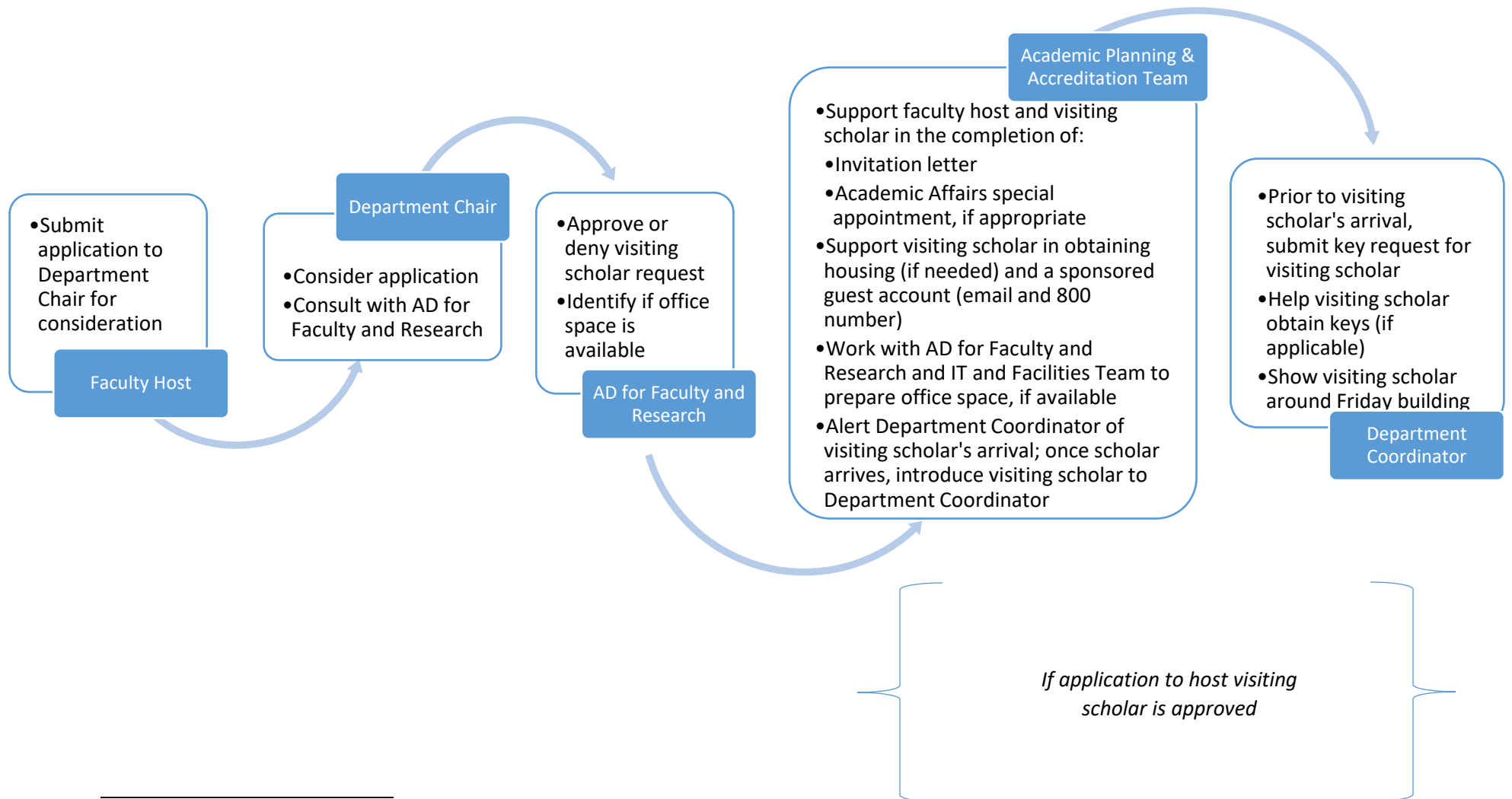
Revised December 8, 2020

Revised March 11, 2022

## Appendix A: Procedure for Inviting and Hosting International Visiting Scholars



## Procedure for Inviting and Hosting Domestic Visiting Scholars<sup>1</sup>



<sup>1</sup> Inviting and hosting domestic visiting scholars is distinct from inviting and hosting guest speakers