



# Visiting Faculty & Scholars Guidelines and Procedures

## **Introduction**

Visiting Faculty and Scholars are distinguished individuals who participate in research and scholarship activities within the Mary Lou Fulton Teachers College (MLFTC) at Arizona State University (ASU). These individuals are typically faculty or researchers on leave (e.g., sabbatical) from their home institutions and do not hold an academic appointment or employment with ASU. Appointments are conferred from one month to one academic year, with the option to renew for a second appointment. They are not ASU employees and do not receive a salary, although a small stipend is offered to Visiting Faculty. Individuals in these positions are expected to hold a doctorate, although consideration will be made for significant expertise in the field.

## **Eligibility and Benefits**

Visiting Faculty are appointed through a call for applications released annually in which two applicants are chosen to reside within MLFTC, receiving a small stipend and limited benefits. Visiting Scholars are appointed through an unsolicited approach in which potential scholars contact MLFTC faculty to sponsor them; no financial assistance and little to no benefits are offered.

## **Visiting Faculty**

The MLFTC releases a call for applications annually to fill two appointments. The call will identify the desired thematic or topical foci each year (e.g., policy, learning, literacies, technologies, teacher education). Themes are rotated every year in order to have a steady representation of all programs over time (e.g., Teacher Education, LLT, EPE, EdD). A designated percentage of appointments will be reserved for international scholars to enhance international visibility and engagement. These positions are for one academic year (mid-August to mid-May); although upon request a shorter term of one semester will be considered. Applications are submitted electronically to Iveta Silova at [Iveta.Silova@asu.edu](mailto:Iveta.Silova@asu.edu). Complete applications are given to the MLFTC Executive Committee for review. Incomplete applications are not accepted. Once the desired applicants are chosen with the endorsement of the Associate Dean or Dean, a request is submitted to the Provost's Office for final approval. If approval is granted the desired applicants are sent an offer letter.

Visiting Faculty are expected to actively engage in research and scholarship along with attending college/division events. They may also be asked to present a public lecture or course presentation.

Visiting Faculty who are appointed through the call for applications receive a small stipend and should encourage their home institutions to match the amount to help fund their stay. Funding will need to be determined yearly, with the possibility of utilizing development funds. Since a stipend is being offered and not a salary, Visiting Faculty are not employees of ASU. Additional benefits offered are listed below:

- ASURITE ID
- Library privileges
- Computer access
- Email account
- Office space
- Incoming and (US only) outgoing faxes

## **Visiting Scholars**

Individuals may seek Visiting Scholars status by contacting a MLFTC faculty member to secure sponsorship or a faculty member may recruit someone he or she is interested in working with. These positions can last from one month to one academic year, with the possibility of renewal. There can be no more than two Visiting Scholar per academic semester and a faculty member may only be host for only one Visiting Scholar per semester. If there are substantial problems with a prior Visiting Scholar, a faculty member may not be able to host Visiting Scholars in the future. The application deadline is the last Friday in September for scholars

arriving by the start of the spring semester and by last Friday in April for scholars arriving by the start of the fall semester. The hosting faculty member will direct the applicant to electronically submit an application to Iveta Silova at [Iveta.Silova@asu.edu](mailto:Iveta.Silova@asu.edu). Complete applications will be given to the MLFTC Executive Committee for review and recommendations will be made to the Associate Dean or Dean for approval. Incomplete applications are not accepted. If approved, the request is submitted to the Provost's Office, where final approval is either granted or denied. Applicants who are approved will receive an offer letter.

Visiting Scholars may be doctoral students, faculty and other professionals who are directly sponsored by a MLFTC faculty host. Visiting Scholars are expected to actively engage in research and scholarship along with attending college/division events. They may also be asked to present a public lecture or course presentation.

Visiting Scholars do not receive any financial assistance or benefits. They will need to provide their own funding, either through their home institution, personal funds, or other outside funds such as grants.

### **Application Requirements**

All Visiting Faculty and Scholars applications are to include the materials listed below in order to be considered complete and ready for review:

- A Request for Visiting Scholar Appointment form
- Curriculum Vitae
- Recommendation letter from Teachers College faculty host
- Two professional reference letters
- Proof of funding (applicants in process of applying for funding are to provide name and criteria of institution or organization)
- **If a visiting scholar needs assistance with a J-1 visa, please inform Iveta Silova in the [visiting scholar application form](#).**

### **J-1 Process for Exchange Visiting Scholars**

To bring a perspective scholar to ASU as a J-1 exchange scholar:

Iveta forwards the signed offer letter to Yvette Ruppert [Yvette.Ruppert@asu.edu](mailto:Yvette.Ruppert@asu.edu), Business Operations Specialist, to initiate the process with International Students and Scholars Center (ISSC). The process time for ISSC can take up to 14 days to review and generate a DS-2019 Form, for complete applications. When the application has been processed, a packet including the DS-2019 Form and instructions to the scholar for preparing and applying for a visa appointment are provided to Yvette Ruppert who will mail the packet to the scholar via FedEx. Depending on the processing time at the scholar's home country consulate/embassy, it can take up to 2 months to obtain a visa. If the scholar is self-sponsored, a bank letter/statement is required to show sufficient funds of the duration for a J-1 exchange visitor. The minimum funding is \$1,200 per month for the scholar, \$350 for the spouse, and \$200 for each child.

## Visiting Scholar Information Sheet for Faculty Hosts

### **Visiting Scholars Responsibilities:**

- Must possess a terminal graduate degree and hold a faculty or other permanent research position at an accredited university or college
  - Be invited (hosted) by a tenured/tenure-eligible faculty member of the College
  - Be pursuing a program of research/scholarship related to teacher education and/or educational leadership as their primary purpose
  - Be self-supported or have proof of adequate funds from external sources
  - Have adequate health insurance, verified by ISSO
  - Can visit for a term of one month to not more than one calendar year
  - Must complete a visiting scholar application per the College's requirements (Due by last Friday in September for scholars arriving by the start of the spring semester and by last Friday in April for scholars arriving by the start of the fall semester.)
  - Must complete the Request for Form DS-2019 for J-1 Exchange Visitor (forwarded by ISSO once the application has been accepted by the College)
  - Provide your own laptop, pc or software, and any other technological peripherals needed for work during your visit
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### **Faculty Host Responsibilities:**

As the primary contact and liaison between the visiting scholar and the College, the faculty host will be responsible for the following tasks prior to, during and at the conclusion of their visit.

#### ***Prior to the Visit***

- Prior to committing to be a faculty host, you must: 1) ensure that the visiting scholar's scholarship is aligned with the College's current goals, research trajectory, and their visit will enhance and/or be of benefit to the College community; 2) ensure that your calendar allows you to be physically present and not be on sabbatical or any other leave during their visit; 3) receive written approval from your Division Director to sponsor a visiting scholar; 4) designate a back-up host in case an illness or unforeseen circumstance prevents you from fulfilling your host responsibilities.
- Forward a letter to the visiting scholar confirming your commitment to be a faculty host and the how the visiting scholar's work/project will contribute to the College's mission and/or scholarship, and include the name of your back-up host. This letter will be included by the Visiting Scholar as part of their application materials.
- Be prepared to attest that the visiting scholar (J-1 Visa only) possesses sufficient proficiency in English to successfully participate in the program and function independently in daily life in the United States.
- Campus housing is not available for visiting scholar stays. The visiting scholar will have been provided the following links to assist them in securing housing prior to their arrival: <https://cfo.asu.edu/az-resources> <https://cfo.asu.edu/referrals-community-support>  
It is ultimately the responsibility of visiting scholar to secure their own housing. However, faculty hosts may wish to view the links as well and offer additional information or housing location tips they feel may be beneficial.
- Immediately notify Iveta Silova at the Center for Advanced Studies in Global Education of any changes to the approved visit date or planned project.

### ***During the Visit***

- Pick-up and drop-off the visiting scholar at the airport or assist them in securing alternative means of ground transportation.
- Acclimate the visiting scholar to their new locale by 1) showing them around the ASU campus (library, meal venues) and the College 2) helping them to settle into Tempe by showing them stores (e.g. grocery, laundry, drug stores) near their residence and locate transit options e.g. Orbit, Flash, Metrorail.
- Assist the visiting scholar in locating the ISSO office to turn in mandatory documents and in attending the required orientation, where they will receive their ASUrite ID card.
- Due to the needs of the College, separate office space will not always be available for visiting scholars; faculty hosts will be expected to share office space when necessary.
- Arrange regular meetings with the visiting scholar to monitor progress of the proposed plan and associated goals related to research activities and to address any concerns or questions of the visitor.
- Develop an itinerary to share with other College faculty and the Division Director which may include: 1) requests for classrooms visits, 2) engaging in discussion with graduate students, 3) presenting guest lectures in classes.
- Coordinate a visiting scholar colloquium which includes ensuring an audience comprised of faculty and/or graduate students is in attendance. Contact Iveta to reserve a room and to create an announcement.
- Facilitate connecting with secondary mentors to broaden opportunities in research, further collaborative efforts, and networking.
- Ensure that visiting scholar attends division, college, program and University events (i.e., lectures, seminars) for networking purposes and career/professional development.

### ***Post-Visit***

- Assist in the preparation and submission of a progress report at the end of the first semester and a final report at the end of the year. For visits shorter than one semester, one final report will be submitted at the end of visit.
- If there are substantial problems with a prior Visiting Scholar, a faculty member may not be able to host Visiting Scholars in the future.