



California Institute of Integral Studies

Policies, Procedures and Documents: **Visiting Scholars**

Summary:

Defines policies and procedures related to the appointment, roles, requirements and responsibilities of visiting scholars at CIIS. Visiting Scholar status is not applicable for enrolled students pursuing advanced degrees at other universities.

CIIS values collaboration with scholars from outside the university and recognizes that individuals from other universities and institutions may wish to visit for extended periods of time. Scholars established in their field who are visiting CIIS from outside institutions or organizations and are funded from external or personal sources may be recommended by the Department/Program Chair or Director for a fixed-term designation of Visiting Scholar.

CRITERIA FOR APPOINTMENT

The following are the eligibility criteria for a Visiting Scholar designation:

- the individual is visiting for a specified time period from an outside institution or organization and is not currently enrolled at CIIS or employed by the Institute;
- the individual must have a doctoral degree or be a recognized expert in his or her field; and
- CIIS is not the source of salary funding for the individual.

APPOINTMENT PROCEDURE

The sponsoring department/program should ensure that a candidate for Visiting Scholar meets the criteria listed above. Upon approval of an appointment by the Chief Academic Officer, an invitation letter should be issued to the Visiting Scholar by the Department/Program Chair or Director. The invitation letter should:

- specify the term of the Visiting Scholar designation (that is, the dates of residency)
- identify the sponsoring individual or entity
- confirm that no salary or other form of financial compensation from CIIS is associated with the appointment
- state that the Visiting Scholar must follow all CIIS policies that apply to his or her activities while here.



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VISA REQUESTS

CIIS is not able to help the Visiting Scholar obtain a J-1 visa.

PRIVILEGES

Visiting Scholar status may be revoked at any time (even during the term of the designated status) by CIIS at its discretion, with good cause. Similarly, there is no right to a renewal of the status at the end of the term.

Visiting Scholars are not employees or students of CIIS, and therefore are not entitled to CIIS compensation or other benefits available to regular staff, faculty or students [except as noted in this policy]. If a department/program wishes to make a special payment to a Visiting Scholar for participation in a seminar presentation or similar contribution, that should be done through honoraria.

A CIIS Visiting Scholar Identification Card will be issued to Visiting Scholars. Cards may be obtained by visiting the Registrar's Office and presenting the appropriate signed invitation for appointment as a Visiting Scholar. Visiting Scholars may use the CIIS Library resources on-site (use of items in Special Collections is by arrangement with the Library staff), and may access electronic resources off-site during their term as a Visiting Scholar and may audit courses without fee, subject to the permission of the instructor.