



California Institute of Integral Studies

Visiting Scholars Policy

Responsible Office	Provost Office
Approved by	Faculty Council, December 9, 2010 Updated July 2019
Scope	Defines policies and procedures related to the appointment, roles, requirements and responsibilities of visiting scholars from outside institutions.
Contact	Michelle Clark: mclark@ciis.edu

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 sources may be recommended by the department/program chair or director for a fixed-term designation of “Visiting Scholar.”

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.

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 Academic Vice President, an invitation letter should be issued to the Visiting Scholar by the department/program chair or director, with a copy to the Provost Office (mclark@ciis.edu). See attached sample. The letter must:

- provide background information about CIIS;
- discuss how the qualifications of the prospective Visiting Scholar fit the program and proposed program activities;
- specify the term of the Visiting Scholar designation (that is, the dates of residency; [Note: the letter should be sent at least one semester prior to the anticipated arrival of the visiting scholar.]
- specify the exact activities the scholar will be engaged in;

- confirm that no salary or other form of financial compensation from CIIS is associated with the appointment; and
- state that the Visiting Scholar must follow all CIIS policies that apply to his or her activities while here; and

If the Visiting Scholar is a foreign national, s/he will need to secure a visa in order to come to CIIS. Documentation about CIIS sponsorship for the J-1 visa can be found on MyCIIS→Provost Office. This process will be facilitated with the sponsoring department and Jody O'Connor, International Student Advisor.

PRIVILEGES

CIIS Identification Card

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.

Laurance S. Rockefeller Library

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

Auditing Courses

Visiting scholars may audit courses without fee, subject to the permission of the instructor.

REMUNERATION

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 paid as an honoraria and must be noted on the letter of invitation for foreign national scholars.

REVOCAION/RENEWAL OF STATUS

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.

INTERNATIONAL SCHOLAR VISA REQUESTS

CIIS can help facilitate the process of obtaining an international Visiting Scholar J-1 visa by working with a third party, such as the Institute of International Education (IIE). Information, fees, and requirements for the sponsorship process are outlined in "Application for J-1 Exchange Visitor Sponsorship & Services" found on MyCIIS – Provost Office – VISITING SCHOLARS. [Note: Processing the visa documentation with IIE takes a minimum of 8 weeks, and there are fees involved.]



California Institute of Integral Studies

Date

Name

Address

Dear Professor _____:

On behalf of the _____ Department/Program, I would like to formally invite you to California Institute of Integral Studies (CIIS) as a Visiting Scholar from _____ to _____ [Insert dates]. California Institute of Integral Studies (CIIS) is a regionally accredited private university in San Francisco offering leading-edge graduate programs and an undergraduate completion program that attract passionate learners from around the world. (www.ciis.edu)

I will be your faculty host during your time at CIIS. Your [state the degree and area of expertise and scholarly research] complement the aims of the [name the program/department], and your visit will enable you to gain new experience and knowledge as you engage in the following activities at CIIS:

1. _____
2. _____
3. _____

This is a non-paid position and you will be responsible for providing all cost associated with your stay during this time, including transportation to and from the U.S., finding housing accommodations and providing your own room and board. During your time at CIIS, the following support and resources will be made available to you:

1. *A CIIS Identification Card.* Visit the Registrar's Office and present the signed invitation for appointment as a Visiting Scholar.
2. *You may use the CIIS Library resources on-site.* Use of items in Special Collections is by arrangement with the Library staff.
3. *You may access electronic resources off-site during your visit.*
4. *Other* [Specified by the sponsoring department/program]

We look forward to welcoming you to CIIS. I am certain that you will have a productive and rewarding experience and we will gain much from your presence on campus. Please feel free to contact me should you require any additional assistance.

Sincerely,

Faculty Sponsor name
Department/Program

Elizabeth J. Beaven, EdD
Provost