



California Institute of Integral Studies

Visitor Policy

Responsible Office	Associate Provost
Approved by	President's Cabinet, January 14, 2020
Scope	Defines policies and procedures related to the approval of guest status and guest privileges to individuals associating with CIIS but not adhering to a role of student, staff, core faculty, adjunct faculty, visiting scholar, temporary employee, or contractor.
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CIIS values collaboration with members of the community outside the University. CIIS departments and programs may wish, from time to time, to invite community members into formal engagement with the University for mutually beneficial purposes. This relationship is generally defined by a specific purpose and confined to a specified period of time.

Note: Visiting Scholars should refer to the approval process and conditions of engagement with CIIS that are defined in the *Visiting Scholars Policy*.

CRITERIA FOR APPROVAL

The following are the eligibility criteria for a Visitor designation:

- The individual is visiting for a specified time period from an outside institution or organization and is not currently enrolled at or employed by CIIS
- CIIS is not the source of salary funding for the individual
- The individual is sponsored by a CIIS department or academic program

APPROVAL PROCEDURE

The sponsoring department/program should notify the Associate Provost of its intent to sponsor a guest, and provide:

- The guest's name and contact information, and details of the associated institution or organization, including (for both):
 - Full name
 - Street address
 - E-mail address
 - Phone number
- The proposed benefit to CIIS of sponsoring the guest

- The proposed dates of the sponsorship:
 - Start date
 - End Date
- CIIS sponsor (i.e. CIIS program/department, supervisor and/or grant project manager)
- The exact activities in which the guest will be engaged
- A copy of the invitation letter from CIIS or the Agreement signed by the visitor and CIIS
- Privileges needed by the guest (ex: Library access; CIIS email account, CIIS accounts access, etc.)
 - For Library privileges please include:
 - Rationale for need of CIIS Library resources
 - Type of Library resources needed (i.e. physical/print resources, on-campus access to e-resources, remote access to e-resources)

PRIVILEGES

CIIS Identification Card

A CIIS Guest Identification Card will be issued by the Registrar's Office.

Laurance S. Rockefeller Library

Visitors may use the CIIS Library resources on-site. Additional Library privileges may be granted if deemed necessary to support the scope of work of the Visitor. Additional privileges might include remote access to online library resources, circulation of physical collections, and access to Special Collections and Archives. A 30 minute 1-on-1 library orientation is recommended and can be arranged by emailing syslib@ciis.edu.

Interlibrary loan, document delivery, and reference services are not available for Visitors.

Other Privileges

Additional requests for privileges will be evaluated on an as-needed basis.

REVOCATION/RENEWAL OF STATUS

Visitors must follow all CIIS policies that apply to their activities. Visitor 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 automatic renewal of the status at the end of the specified term.