

## CSUN INTERNATIONAL VISITING SCHOLAR REQUESTS Guiding Principles and Policies

**The What and the Why:** CSUN can invite accomplished faculty members from other institutions worldwide to come to the university as visiting scholars. CSUN extends invitations to international scholars whose work in their fields would strongly complement and enhance the teaching and/or research capabilities of a particular CSUN department. The expectation is that visiting scholars will spend their time on campus with well-planned and meaningful sets of instructional responsibilities and/or in performing defined research in collaboration with one or more departmental faculty members.

**Seek Rather than Find:** While CSUN receives various requests from faculty members at various international colleges and universities, the most sought-after and frequently selected candidates are those whose work in a particular field is highly regarded by the department's faculty. For those international academics or professionals that approach CSUN and are requesting a chance to spend a semester or two at CSUN, refer them to the CSUN "Visiting Academics and Professional Program".

**Getting the Most:** The reasoning behind the selection of a particular visiting scholar generally determines the nature of his or her work at CSUN. I.e., if a scholar has been selected because of his or her research and publications in a field of particular importance to the department, it is likely that the department plans to engage both the visitor and the departmental faculty in research in the same field. He or she may also present guest lectures in selected courses, so that students can benefit from the visiting scholar's perspective and expertise.

**How Long:** The scope of the visiting scholar's planned work should determine the length of the visit. The minimum stay is three weeks. Two semesters (i.e., an academic year) is more typical. Occasionally, a full calendar year's stay may be appropriate but if a college/department wishes to have a Visiting Scholar for a full year there should be very specific plans in place for that visitor to be an active contributor to the work of the department/college in the summer term (which is not always possible if faculty working with the visitor in question are not working in the Summer Term).

**How Many:** As a general practice, given the time and attention required to host a Visiting Scholar well, it is not recommended that a department have more than one Visiting Scholar in residence in any given semester. Some larger collaborative grant projects may lead to a reasonable exception to that preferred practice. Each visitor should have an assigned faculty mentor (from the full-time faculty of the department in question) and no one faculty member should be mentoring more than one visitor per term given the time and effort needed to host such a visitor well. Each college may wish to set an overall per semester limit for visitors on the college overall based on the dean's sense of how many visitors the college can host well in any given semester.

**How Much:** Inviting and hosting of visiting scholars requires resources and a resource plan or budget. The visiting scholar must have the resources needed to perform the research and/or guest lectures planned during the visit. This might require lab facilities/supplies, library access, office/work space, general office equipment/computer,

email access, and the like. The visiting scholar might be paid for some or all of the assignment. There are a variety of ways in which these resources can be provided — the department and/or college budget, grant funding or donor funding, partial or full funding from the visiting scholar's home institution, or the like. Regardless of how the visit is to be funded, developing a financial and resource plan in advance of issuing the invitation is a good idea (helps the chair and the dean decide whether or not to sign off on approving the visit). All visiting scholars will need living arrangements during the visit — a place to stay, enough funding for living expenses, etc. To ensure that the visitor does not arrive without arrangements made, developing a plan for these aspects of the visit well in advance is also important.

**Who is Responsible:** Visiting scholars are a departmental initiative and a departmental responsibility. Though hosting carefully selected visiting scholars enhances an individual department's academic resources, it also requires significant investments of human, financial and material resources on the parts of the department and its college. To ensure that both entities are prepared to do what is needed to support the visiting scholar, signature approvals of both the chair and the dean are required before the visiting scholar is invited to CSUN. In addition, the Provost is asked to endorse the planned invitation as well as the plan for engaging the visiting scholar in the academic life of the department (and, by extension, that of the University).

**Paperwork Deadlines:** The department and college sponsoring the proposed visiting scholar should complete the required International Visiting Scholars Proposal Form (ATTACHMENT A) and have it signed and submitted **at least 3 months before** the start of the planned visit. Keep in mind that even after CSUN completes its work and issues the letter of invitation, the invited scholar may need several weeks or months to obtain a visa, secure funding, and plan travel.

**To Get Started – Email or call John Binkley (Associate Dean of the Tseng College).** John can point you in the right direction and answer any questions that you might have about the process of inviting a visiting scholar before you complete the above-referenced form. [John.h.binkley@csun.edu](mailto:John.h.binkley@csun.edu) or ext. 7372.

## ONCE THE VISITOR ARRIVES

**Essential First Step for the Visiting Scholar Arriving at CSUN:** In order to be validated in the U.S. Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS), the visiting scholar **must check-in with the CSUN J-1 visa lead for Visiting Scholars (Lauren Jarvis, Tseng College, Bookstore Complex, Room 100; phone: 818-677-3272)** within 10 days of arrival in the USA.

**When checking in, visitors must present the following documents:**

- Stamped DS 2019 form
- Passport
- Visa and I-94

- Verification of Insurance (if available)

## PROPOSING AN EXTENSION OF A VISITING SCHOLARS STAY AT CSUN

**Proposing to Extend the Stay:** In the rare cases when the sponsoring department/college believes it would be of significant benefit to the department/college's research achievements and the educational experience of the department/college's students, the sponsoring department/college can propose a new or "next phase" plan for the visiting scholar. To do this, the sponsoring department/college would complete the International Visiting Scholar -- Extended Stay Request Form and submit it **at least 1 month** before the end of the originally planned visit. The extension proposal defines the work to be done during the extended stay and confirms the availability of resources to support an extended visit.