UC ANR ACADEMIC HUMAN RESOURCES UNIT (AHR)

VISITING SCHOLAR and OTHER VISITORS APPOINTMENT

(APM 430 – Visiting Scholar and Other Visitors)

The Visiting Scholar title will be used for a person who is on leave from an academic appointment, other employment, or student enrollment at a home institution or other entity. A Visitor shall be designated, as appropriate, as a Visiting Scholar (title code 3299), Visitor (Graduate Student) (title code 3730), or a Visitor (Undergraduate) (title code 3731). The Visiting Scholar to the University of California will participate in a short-term, educational, research, or other academic project under the supervision of a UC ANR academic appointee.

***Authority: Academic Personnel Manual Section 430:*** <http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-430.pdf>

Short-term visits play an essential academic function in bringing to the University of California knowledge, methodologies, and perspectives; and they allow the University to disseminate knowledge, establish intellectual relationships with other institutions, and foster international exchanges. The limited nature of the visit affords benefits, in variety and flexibility, different from and supplementary to those associated with longer-term appointments.

The maximum appointment period for a Visiting Scholar and Other Visitor can be up to one (1) year, the equivalent of 12 months, more typically for six (6) months or less. Re-appointment is permitted so long as cumulative time is no greater than 12 months. The Appointment is self-terminating. The University of California may terminate the appointment without prior notice and withdraw associated privileges.

* Visiting Scholar and Other Visitor is a without salary (WOS) appointment.
* A Visitor (Graduate Student) or Visitor (Undergraduate) must be enrolled in a degree granting program or equivalent at an institution of higher education other than the University of California.
* There is no entitlement to compensation, whether in the form of salary or wages from the University of California.
* Service as a Visiting Scholar constitutes neither employment nor enrollment as a student at the University of California.
* A Visiting Scholar must possess a terminal degree appropriate for this status.
* The Visiting Scholar appointment must serve an academic purpose for the unit in which they are serving.
* Visiting Scholars or Other Visitors are self-supported and must provide evidence, appropriate to the duration of the appointment, of adequate support from external sources and of health insurance.
* A UC ANR Visiting Scholar or Other Visitor is appointed by the UC ANR Vice Provost of Cooperative Extension.
* Typical processing time for a request made via e-mail to Academic Human Resources (AHR) that contains the Request Form and supporting documents is approximately 90 days from date of receipt by AHR. If the idea for such an appointment is in the discussion phase, approximately 30 additional days may be necessary to commence the process.
* A Visiting Scholar or Other Visitor may be hosted by any UC ANR academic Appointee (Host) with their Unit Director’s approval.

**Frequently Asked Questions**

**What is the authority governing a request for a Visiting Scholar or Other Visitor appointment?**

Policy and procedures published in the Academic Personnel Manual Section 430 (APM 430) Visiting Scholars and Other Visitors apply to Visiting Scholar or Other Visitor appointments.

**How should an ANR Host Appointee initiate the request to invite a visiting scholar or other visitor to their location?**

The ANR Host Appointee may wish to contact Karen Ellsworth at 530 750-1284 to introduce the idea of a visiting scholar or other visitor request. Following that initial contact, the ANR Host Appointee should access the Visiting Scholar and Other Visitor Request Form along with the Procedures and FAQs from the AHR web page, contact Karen Ellsworth with any questions or concerns, satisfy the Request Form check boxes and follow the procedures to gather the applicable information. When the packet is complete, e-mail all documents to Karen Ellsworth at [kaellsworth@ucanr.edu](mailto:kaellsworth@ucanr.edu) to continue the review and approval/denial process.

**Are Visiting Scholars and Other Visitors eligible for compensation?**

No. Visitors are ineligible for compensation, whether it be in the form of salary or wages, from the University of California.

**Will this appointment have a merit review?**

No. Visitors are ineligible for compensation, whether in the form of salary or wages, from the University of California.

**Who may submit a request for a Visiting Scholar and Other Visitor appointment?**

Any ANR academic Appointee may, with their Unit Director’s approval, submit a request.

**What are the requirements affecting a Visiting Scholar and Other Visitor appointment to the University of California?**

The Visiting Scholar and Other Visitor must be on a leave of absence from an academic appointment or other employment.

**For what purpose will the Visiting Scholar and Other Visitor appointment exist?**

The appointment must serve an academic purpose for the unit in which they are visiting.

The Visiting Scholar appointment shall be to participate in a short-term, educational, research, or other academic project under the supervision of an academic appointee.

**Who should prepare the form, justification summary letter, offer letter, etc.?**

The ANR academic Host Appointee, who will act as the Host, shall prepare the necessary request form and attach supplemental documents. The Host shall submit these documents to their County Director, REC Director, or academic supervisor for first review and approval prior to submission to Academic HR for review. No offer letter should be issued prior to Academic HR approval.

**Should the request include a verification of funds statement?**

Yes. Please include the account-fund-sub string in your justification summary. If the UC ANR Host Appointee is intending to request an international visitor, the Host appointee will identify the account, fund and sub from which the UC Davis Services for International Students and Scholars (SISS) recharge fee will be paid. This Department of State Form 2019 fee is currently set at $490.

**Which ANR administrative unit will manage and track the Visiting Scholar and Other Visitors appointments?**

The AHR Unit will oversee these appointments.

**Who, in ANR, will approve/deny the request?**

The Vice Provost of Cooperative Extension, through his/her oversight of AHR, will approve/deny requests for visiting scholars and other visitor appointments.

**When should the UC ANR Host Appointee submit the request packet?**

Contact Karen Ellsworth in AHR (530 750-1284) at least 120 days prior to the requested appointment start date. Generally, processing time for a request made via e-mail to AHR that contains the Request Form and supporting documents may be approximately 90 days from date of receipt by AHR. If the idea for such an appointment is in the discussion phase, approximately 30 additional days may be necessary to commence the process.

**What steps should be taken to request appointment of an international visiting scholar?**

The UC ANR Host Appointee should immediately contact Karen Ellsworth regarding the appointment of an international visiting scholar. Be aware that requests involving VISAs may include unpredictably protracted processing times.

**What special consideration involves an international Visiting Scholar and Other Visitor?**

In the case of an international Visiting Scholar and Other Visitor, UC ANR AHR must accommodate the interface between UC ANR and the UC Davis Services for International Students and Scholars (SISS) office. Start dates cannot be guaranteed as they are subject to the United States Citizenship and Immigration Services processing timeline and VISA approval granted by the international scholar’s country.

**What is the allowable Visiting Scholar and Other Visitor appointment duration?**

Visiting Scholars are appointed for short periods not to exceed one (1) year (12 months) and more typically, for six (6) months or less.

**Can a UC ANR Host Appointee request a re-appointment if the existing appointment duration is less than 12 months?**

Reappointments are permitted with the total amount of time not to exceed 12 months.

**How does the Visiting Scholar appointment end?**

The appointment is self-terminating, however, reappointment is permitted. The University of California may terminate the appointment without prior notice and withdraw associated privileges.

**Is there a cost to the Host Appointee’s Unit to sponsor an international Visiting Scholar and Other Visitor?**

Yes, if the appointment involves an international Visiting Scholar and Other Visitor, the Host Appointee will be responsible for paying the UC Davis SISS recharge fee that is currently set at $490. This fee is subject to change.

**Is there a cost to the Visiting Scholar and Other Visitor?**

Yes. At this time, the international Visiting Scholar and Other Visitor is responsible for the payment of two fees as follows: 1) a fee to their Embassy or Consulate ($164) and 2) a fee to the USCIS ($180) for the SEVIS record. These fees are subject to change.

**May the Host Appointee submit a request for reimbursement?**

Requests for reimbursement will be reviewed on a case-by-case basis.

**What are reimbursable expenses?**

A reimbursable expense is an expense that contributes to any one of the University’s major functions of teaching, research, patient care or public service[[1]](#footnote-1).

**Must the Visiting Scholar and Other Visitor demonstrate financial sustainability?**

Yes. Visitors are self-supported and must provide evidence, appropriate to the duration of the appointment, of adequate financial support from sources external to the University of California.

**Are there health insurance requirements for the Visiting Scholar and Other Visitor?**

Yes. Visiting Scholars and Other Visitors must provide evidence of health insurance for the appointment duration.

**How will the prospective appointee know that the requested appointment has been approved?**

Prospective Visitor’s supervisor (usually the UC ANR Host Appointee) will provide the prospective appointee with an appointment letter for their review and signature of acceptance. The appointment letter will inform the prospective appointee of the following appointment working conditions:

1. Payroll title and title code
2. Duration – start and end dates
3. Appointment type
4. Appointment percentage
5. Supervisor name and contact information
6. Hosted location(s)
7. Entitlement to health and welfare, leave, retirement, applicable web sites
8. US federal and state tax information
9. Non-immigrant worker status information
10. Work environment details such as smoking/non-smoking regulation: “As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), are strictly prohibited.”

UC ANR ACADEMIC HUMAN RESOURCES UNIT (AHR)

VISITING SCHOLAR and OTHER VISITORS

APPOINTMENT REQUEST FORM

UC ANR Host Appointee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scholar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Last Name Full First Name Full Middle Name

Appointment Effective Period:

Title, Rank and Step at Scholar’s University: \_\_\_\_ \_\_\_\_

University from which Scholar is on leave:

Degree attained, Discipline, Granting Institution:

Is the Visiting Scholar an international person? No Yes If Yes, Contact Karen Ellsworth

Check applicable details:

☐ Required Visa Category

☐ SISS DS 2019 Recharge fee ($490)

☐ Fund Account, Sub-Account, Project Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Scholar’s Evidence of Financial Self-Support

☐ Evidence of Health and Accident Insurance

☐ Curriculum Vitae

☐ Intended Expense Reimbursement(s)

Attach a memo to briefly summarize the academic purpose for this visiting appointment including all expected outcomes and impacts of activity(ies).

Submit form and attachments listed in the above box to Tina L. Jordan, Academic Human Resources Manager no less than 120 calendar days prior to expected appointment start date.

Reviewed by:

ANR Immediate Supervisor Signature Date

ANR Unit Director Signature Date

BOC Office *(for fund verification only)* Signature Date

ANR Academic Human Resources Manager Signature Date

**Signature of Approval by:**

Vice Provost of Cooperative Extension Signature Date

1. See Business and Finance Bulletin G-28 for guidelines related to reimbursement of business and travel expenses. [↑](#footnote-ref-1)