

Host Academic Appointee (aka PI) shall author a Visiting Scholar and Other Visitors Request Justification Memo on their own Location letterhead

Date and address the letter to Chris Greer, UC ANR Vice Provost of Cooperative Extension

You will send this completed document to Karen Ellsworth in the Academic HR Unit as part of your Appointment Request Packet.

The justification memo should state the appointment facts such as the visitor's name, title, university or employer from which the visitor is on leave, requested appointment duration, applicable degrees and discipline, etc.

Since this Justification Memo functions also as a purpose statement and program or project proposal, include reference to the purpose for which this visitor will serve and specific activities to be performed by the Visitor, the PI's expectations for the Visitor's contributions, and intended outcomes to be realized.

Include mention of the short-term nature of the visiting appointment in terms of the project or functions to be performed by the visitor and the knowledge, methodologies, and perspectives that will be brought to the University of California by the Visitor during the requested appointment period.

Additionally, the memo should inform the Vice Provost how the University will disseminate knowledge, establish intellectual relationships with other institutions, and foster international exchanges.

The memo should include mention of housing and/or transportation if either or both are relevant to the position and visitor's situation. In other words, if the visitor is going to reside on University property, or housed by a University employee, please state those relevant facts. Make mention that the visitor will not utilize University vehicles, however, if University facilities are available for use by the visitor, state such fact(s).

If the visitor is an international member, the host unit or host ANR appointee PI will be responsible for the payment of the \$490 fee to the Services for International Students and Scholars for the processing of the US Department of State form 2019 (DS2019). The memo should state the PI's confirmed responsibility to pay for this fee.