

**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 AVP Wendy Powers, UC ANR Associate Vice President.

You will send this completed document to Becky Sisman 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.

If the Visiting Scholar title is being requested, and the Visitor does not possess a terminal degree, include in the letter and request packet an explanation regarding the Visitor's relevant work experience that spans at least four (4) years of work effort. If the Visitor possesses four (4) years of relevant work experience (while having been employed in no title less than Assistant Professor), the terminal degree requirement may be waived.

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 AVP how the Visitor 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 academic has prior professional affiliations with the proposed appointee, such info should be included in the memo.*

*If the Visitor is an international scholar requiring J-1 sponsorship, the host unit or host ANR appointee PI will be responsible for paying the \$526 recharge fee to the UC Davis Services for International Students and Scholars office for processing the J-1 Initial Application. **The memo should state the PI's confirmed responsibility to pay this fee.***