Protocol for Appointing Visiting Scholars

The following protocol for appointing visiting scholars. As defined in AR 5:1, a visiting scholar is “an individual who is pursuing an independent program of research at the University, or is participating in an existing research program, ordinarily while on leave from another professional position.” Individuals in visiting scholar positions should not be teaching and should not be a student visiting from another institution. Non degree-seeking visiting graduate students who seek to engage in research or other appropriate activities at the University should contact the Graduate School. Likewise, non degree-seeking visiting undergraduate students who seek to engage in research or other appropriate activities should contact Enrollment Management.

AR 5:1 stipulates that visiting scholar classification confers “a temporary appointment for a term not to exceed one year, subject to renewal in exceptional cases if approved by the Provost of Vice President for Research.”

Key steps when initiating the visiting scholar appointment process are as follows:

- Faculty member discusses potential research collaboration with faculty member from another university or representative from another government.
- Faculty member obtains support from department chair/center director and from dean for the visiting scholar appointment.
- If the individual is from outside the United States, consult with the International Center’s guidance for inviting J-1 scholars to campus.
- A request to appoint the individual as a visiting scholar is emailed to Margaret Leach in the Office for Faculty Advancement and must contain the following elements:
  - Name and current position of visiting scholar
  - Faculty member at UK with whom the visiting scholar will collaborate on research
  - Description of the research to be conducted at UK
  - Appointment period of the appointment (NOT to exceed one year, although the potential for a one year extension may be included)
  - Description of any UK resources (e.g., salary, office space, computer) committed to support the visiting scholar
  - Signature of the department chair and the dean
  - CV of the visiting scholar
- Once approved, visiting scholar is entered into SAP and the Faculty Database (see Appendix 1 for instructions).
- Any request for extension of the appointment period must be received by the Office for Faculty Advancement at least two months in advance of the end of the original appointment. No extensions beyond two years will be approved.
Appendix 1: Visiting Scholar Appointment in Faculty Database

Visiting scholar appointments should be entered in the Faculty Database using the board action process, to provide a framework for validation and approval workflow. Visiting scholar appointments will not be reported to the Board of Trustees. Once the board action is approved by the provost office, the visiting scholar appointment will be stored in the Faculty Database for reporting. Entry into the Faculty Database should be done in a timely fashion. Whenever possible, the board actions should be entered in advance of the SAP employee assignment to allow adequate time for review and approval.