



## **Brooklyn College Visiting Scholar Status Procedures**

Brooklyn College supports faculty collaboration with academics from other colleges and universities and recognizes that its resources and location make it an excellent potential sponsor of academic visitors.

The College may select Visiting Scholars under limited circumstances with the required sponsorships and approvals detailed below. The Visiting Scholar designation is an honorary one, with no compensation or other payment provided. The Visiting Scholar designation is non-board-appointed, non-bargaining-unit, and fixed-term.

Potential Visiting Scholars (“Scholars”) must be currently employed by a home academic institution or be independent scholars, scholars who work for private research companies, or government scholars with track records of scholarship determined by the dean’s review of their curriculum vitae. Academics from within the City University of New York system are not eligible for this designation. While in residence at Brooklyn College, the Scholar is required to work on an academic research project in keeping with their scholarly role at their home academic institution. (Individuals who wish to be employed at Brooklyn College are not covered by this procedure and should reach out to the Office of Human Resource Services, which handles employment matters.)

A Scholar must have a Brooklyn College full-time faculty sponsor (“Sponsor”), who will be responsible for the Scholar’s activities while the designation is in effect. Office space is contingent upon availability and provided by the Sponsor’s department, if available and agreed to by the Chair. Use of any additional College resources is subject to the Dean’s approval. Scholars may be selected for up to one academic year. Scholars may not teach, serve on committees, advise students or student groups, or represent themselves as members of the faculty at Brooklyn College, and they will not receive a College email account, letterhead, business card, or phone number. Scholars earn no credit toward tenure. Scholars will be issued a College ID to gain entry to the facilities and to use the College library with full privileges for borrowing and electronic resource use.

A Visiting Scholar is designated by the Provost and Dean. The Visiting Scholar designation is “at-will;” it does not contain any property interest, and is thereby revocable at any time, upon written notice to the other party, with or without good cause or for any or no cause.

Procedure:

1. An academic seeking Visiting Scholar status must work with their potential Sponsor to obtain such a position. The Sponsor shall give the potential Scholar a copy of this document and the Brooklyn College Visiting Scholar Application Form. The potential Scholar must submit the application to their Sponsor at least three months before the proposed start date. Non-U.S. citizens may be eligible to be a Visiting Scholar by participating in the Exchange Visitor Program (see below) facilitated by the U.S. State Department. The College is not permitted to pay for Scholar travel arrangements.
2. The Sponsor submits the Brooklyn College Visiting Scholar Application Form to the Department Chair. If favorably inclined toward the application, the Chair gathers the required documentation and signs the Application Form. (All forms must include one of the following sentences: “*This work will not require any additional office space.*” or “*[Scholar's name] understands that Brooklyn College cannot provide a separate office to pursue this project.*” to confirm that the Scholar is aware that, unfortunately, the College (even if the Department may be able to) cannot offer office space.
3. The completed Brooklyn College Visiting Scholar Application Form, CV, statement of intent explaining the academic project of scholarly research and writing that the Scholar plans for the appointment, and a letter of recommendation from the Sponsor (“Application Packet”), are forwarded to the Dean for review, decision, and signature.
4. If the Dean approves, the Application Packet is forwarded to the Provost for review, decision, and signature.
5. The Provost retains a copy of the Application Packet in the Provost’s office and returns the original to the Department.
  - If the application is denied, the Provost informs the Dean and the Department Chair, and the Department relays the denial decision to the applicant.
  - If the application is approved, the Provost informs the Dean, the Department Chair, and the Associate Provost for Faculty and Administration. The Provost sends the Visiting Scholar a notification authorizing the visit and indicating the customary privileges that will be arranged by the department (library access, office space, if available,). A copy of the notification is forwarded to the Associate Provost for Faculty and Administration.
6. The Associate Provost for Faculty and Administration will send a notice to Public Safety to issue an ID to the Scholar upon arrival at Brooklyn College. A copy of the notification

will be sent to the Dean, the Department Chair, Human Resource Services, Information Technology Services, the Library, and the Office of Research and Sponsored Programs.

**Privileges:** A Visiting Scholar will be issued a College ID card that will indicate Visiting Scholar status, and associated privileges, such as the opportunity to purchase a recreational facilities membership and the use of library services. A Visiting Scholar is eligible to purchase a parking permit, however, priority is given to faculty and staff and there may not be availability.

A Scholar is not eligible for regular employee benefits, such as sick and vacation leave or medical, dental, or other employee insurance programs.

#### Notice to Non-U.S. Citizens

*Non-citizen Scholars may be eligible for the Exchange Visitor Program. The Office of International Student and Scholar Services manages that process. Visiting Research Scholars from abroad who do not wish to participate in the Exchange Visitor Program are not eligible for visa assistance from Brooklyn College. Questions about Fulbright Scholars should be directed to the Office of the Associate Provost for Faculty and Administration.*

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