

PROCESSING A VISITING SCHOLAR/SCIENTIST APPOINTMENT

1. The faculty host must first obtain written endorsement from the Chair, Director or, for units where there is not a Chair or Director, the Dean of the host department by completing the Visiting Scholar/Visiting Scientist Application (VS Application), Visiting Scholar/Visiting Scientist Disclosure Form (VS Disclosure Form), and Visiting Scholar/Visiting Scientist Agreement (VS Agreement). Access and appointment will not be permitted without this endorsement from the Chair, Director or Dean.
 2. If the VS does not have legal status in the United States, the faculty host and the host department must contact the Office of International Education (OIE) to begin the [Visa process](#). (Note: While departments can initiate the request process concurrently with the VS process, they will not be able to finalize the immigration document request to the OIE until after the Provost's Office has approved the appointment.)
 3. Prepare the **VS Packet** ("the Packet") for approval by the Dean's Office that includes the below listed documents.
 - a. VS Application with Chair/Dean Endorsement
 - b. VS Disclosure Form
 - c. VS Agreement
 - d. Invitation Letter, to be signed by the Provost
 - e. Copy of the VS's CV
 - f. [ePAR Form](#)
 - g. [Employee Information Form](#)
 - h. Routing Envelope (for returning original signed letter to the Host Department)
 4. Once the Dean has approved, if applicable, the Packet is routed to:
 - a. First, to the [Office of Research Compliance](#) to ensure that all compliance protocols are addressed and, if applicable, to [UVM Innovations](#) to ensure that the collaboration meets the Intellectual Property requirements of the University.
 5. Either the Office of Research Compliance or UVM Innovations will route the Packet, along with any addenda related to research compliance or intellectual property rights to [Faculty Services](#) for a final review and approval of the application. At this point, the Provost's signature will also be obtained for the Invitation Letter.
 6. Faculty Services will send the following:
 - a. A copy of the Packet to the host department's business manager. For a VS needing a visa, the business manager will upload the approved and signed Invitation Letter to iStart. It is at this point that OIE is authorized to issue the visa documentation as long as the submission is otherwise complete. Host departments should follow all requirements outlined thereafter by OIE for complying with visa regulations
 - b. If the VS will be receiving a stipend or expense reimbursement, a copy of the signed Invitation Letter and completed Employee Information Form to the [Controller's Office](#).
- Note:** *If requested, the original signed Invitation Letter will be made available for pick up by the host department in Faculty Services or will be sent via campus mail in the routing envelope included in the Packet. Absent a request, only an electronic copy is provided to the host department. The host department is responsible for mailing the signed Invitation Letter to the VS.*
7. The Business Manager for the host department will attach the signed Invitation Letter, the completed VS Application and the Employee Information Form to [ePar](#) to set up the VS appointment.
 8. Faculty Services will approve [ePar](#) to Payroll.
 9. **If the VS is being provided UVM health insurance**, the VS will need to visit HRS upon arrival for completion of the medical enrollment forms as needed but not later than 20 days after the start date. The host department is responsible for payment of any health insurance premiums.
 10. VS and host faculty are responsible for renewing VS approvals if they last longer than 12 months.
 11. If information contained on the submission forms changes or if new disclosures are necessary during the period of approval, it is the responsibility of the VS and the faculty host to update the forms and to provide new forms to the Chair and to the Dean's office.