

1 Visiting Scholars

2 Effective: May 10, 2021

3 Contact: [Office of the Senior Vice President and Provost](#)

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17 Introduction

18 Purpose

19 The purpose of this policy is to establish expectations for the designation, roles, and overall
20 responsibility for visiting scholars, and to set forth procedures for obtaining approval for and
21 registering visiting scholars at Iowa State University. It is important that the university maintain a
22 record of such visitors and review documentation or agreements in order to protect the university's
23 interests, including intellectual property, as well as the integrity of federally funded research
24 endeavors.

25 Background

26 Iowa State University recognizes that individuals from other universities, institutions, and businesses
27 may wish to visit for extended periods of time for reasons including, but not limited to, conducting
28 research in a university facility, collaborating with university faculty on specific projects, and
29 observing research, extension/outreach, instruction, or administration. The designation "visiting
30 scholar" is a privilege accorded to scholars temporarily in residence at the university. Visiting
31 scholars may not begin program activity prior to final approval of the request and the approved start
32 date.

33 Definitions

34 **Individual host** means any current university employee who hosts a visiting scholar pursuant to the
35 appropriate approvals set forth in this policy. University undergraduate students, graduate students,
36 and postdoctoral scholars are not eligible to serve as an individual host for purposes of this
37 policy. [Back to top](#)

38 **Administrative host** means the designated university representative within a college, department or
39 school, center or institute, or unit where the visiting scholar will be present. The administrative host
40 shall coordinate with the office of the dean of the college, Office of the Vice President for Research
41 (VPR), or equivalent administrator, respectively, when the delegate administrative host is not the
42 dean/associate dean, VPR, etc.

43 **University personnel** means any paid faculty or staff in any college, department or school, center
44 or institute, or unit.

45 **Visiting scholar**, for purposes of this policy, includes individuals from other universities, institutions,
46 and businesses who are granted access to university facilities to conduct collaborative research or to
47 observe research, extension/outreach, instruction, or administration; and who do not receive
48 financial support from the university for their effort beyond travel and/or expense reimbursement,
49 where appropriate and applicable. This definition includes visitors with the designation of “visiting
50 student researcher” as well as unpaid visiting faculty (i.e., Fulbright Scholars and faculty from other
51 academic institutions during a period of sabbatical at their home institution). [Back to top](#)

52 **Scope**

53 This policy applies to all university personnel who entertain requests from, or otherwise wish to host,
54 individuals from other universities, institutions, and businesses to visit any campus or location of the
55 university and use university facilities to conduct collaborative research or to observe research,
56 extension/outreach, instruction, or administration. These visitors do not carry an official status of
57 employment at Iowa State University. These individuals must have university hosts, and in certain
58 cases (that is, where the visiting scholar has access to university facilities for fourteen (14)
59 consecutive calendar days or more) require additional university approval for the visit as provided
60 below. [Back to top](#)

61 **Exclusions**

62 The designation of visiting scholar excludes – and therefore this policy does not apply to – any one
63 or more of the following:

- 64 • Individuals who are merely visiting common areas at Iowa State
- 65 • University invited speakers/guest lecturers who provide a speech/guest lecture that is open
66 to the university community or public or to a university class
- 67 • University invited dignitaries or government/diplomatic visitors to Iowa State
- 68 • Enrolled university students (whether registered as a degree or non-degree student at Iowa
69 State)
- 70 • University employees
- 71 • Academic affiliates (i.e., affiliate faculty)
- 72 • Independent contractors retained by the university
- 73 • University retirees with emeritus status
- 74 • University predoctoral scholars enrolled at Iowa State (Chapter 10 of the Graduate College
75 Handbook)
- 76 • University postdoctoral scholars (Chapter 10 of the Graduate College Handbook)
- 77 • Undergraduate and graduate students from other academic institutions designated through
78 Iowa State procedures as interns and externs, or those for whom a formal student exchange
79 program (MOA/MOU) exists
- 80 • Employment candidates visiting campus as part of the selection process
- 81 • Individuals visiting Ames Laboratory (including those in the Contributors program)
- 82 • Visitors participating in the College of Agriculture and Life Sciences Global Programs training
83 programs, including the ISU-UP (Uganda program)
- 84 • Members of university recognized advisory or review boards whose visit to the university
85 relates to their service on that board. [Back to top](#)

86 **Policy Statement**

87 All university personnel who wish to host individuals from other universities, institutions, and/or
88 businesses as a “visiting scholar” at the university must comply with this policy and all other
89 applicable laws and university policies.

90 **Section I – Visiting Scholar Designation**

91 **A. Visiting Scholar Overview**

92 All individuals from other universities, institutions, and/or businesses who are granted access to
93 university facilities to conduct collaborative research or to observe research, extension/outreach,
94 instruction, or administration; and who do not receive financial support from the university for their
95 effort beyond travel and/or expense reimbursement, including health insurance where required by
96 the university, where appropriate and applicable, must be recommended by an administrative host
97 prior to coming to Iowa State. When the proposed visit to the university is for fourteen (14)
98 consecutive calendar days or more, the visitor must be approved by the Office of the Senior Vice
99 President and Provost for the designation of visiting scholar prior to coming to Iowa State. [Back to](#)
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101 **B. Criteria for Designation**

102 This designation is appropriate for qualified individuals from industry, government, or other
103 institutions who wish to visit the university and engage in activities under the purview of this policy.
104 The designation of visiting scholar is appropriate for faculty from other academic institutions who are
105 invited to Iowa State University as a Fulbright Scholar or during a period of leave from the home
106 institution, including for a period of sabbatical. (Any unpaid visiting faculty appointment at Iowa State
107 as managed through this visiting scholar process differs from employment as paid visiting faculty –
108 see Faculty Handbook 3.3.4.) This designation also includes visiting student researchers – students
109 enrolled in a degree program other than Iowa State University who wish to conduct research in
110 residence at Iowa State. [Back to top](#)

111 The following are the minimum eligibility criteria for a visiting scholar designation at the university:

- 112 • The proposed visiting scholar must be visiting from, and affiliated with, an outside (U.S. or
113 foreign) university, institution, or business;
- 114 • The proposed visiting scholar must have a bachelor's degree or equivalent;
- 115 • The individual host and administrative host must agree to serve as the hosts of the proposed
116 visiting scholar and agree to the responsibilities of each as provided below;
- 117 • The visiting scholar must agree to pay an administrative fee upon arrival;
- 118 • The proposed visiting scholar may be required to successfully complete a background check
119 and export control review. When required, the background check and export control review
120 must be completed prior to granting the visiting scholar access to university facilities;
- 121 • Regardless of the duration of the visit, visiting scholars may be required to enroll themselves
122 and their accompanying dependents in the ISU Student and Scholar Health Insurance
123 (SSHIP); and
- 124 • If the proposed visiting scholar is intending to arrive on a J-1 visa sponsored by the
125 university, additional criteria must be met. Consult with the International Students and
126 Scholars Office (ISSO) to learn more about the minimum requirements for a J-1 visa.

127 Requests for exceptions to the minimum eligibility criteria above must be made in writing and
128 submitted to the Office of the Senior Vice President and Provost for approval. [Back to top](#)

129 **C. Duration of Designation**

130 Visiting scholar designations are for a maximum period of one year. Upon recommendation of the
131 administrative host and approval by the Office of the Senior Vice President and Provost, visiting
132 scholar designations may be renewed up to a full second year, although shorter extensions are
133 possible. An extension beyond two years must be approved by the dean of the college, vice
134 president for research or equivalent administrator, where applicable, and the Office of the Senior
135 Vice President and Provost and will be granted only for extraordinary and compelling reasons.

136 Visiting scholar designations for international visiting scholars, including those in J-1 status
137 sponsored by the university, are subject to the durational limits of their U.S. immigration status.
138 Consult with ISSO (issoscholar@iastate.edu) regarding extensions or renewals (if applicable) for
139 such visiting scholars. [Back to top](#)

140 **D. Application and Approval Requirements for Visiting Scholars**

141 **1. Visiting Scholars Present for Less Than Fourteen (14) Consecutive Calendar Days**

142 When university personnel wish to host a visiting scholar for less than fourteen (14)
143 consecutive days, the individual host and the administrative host must ensure compliance with
144 the following:

- 145 a. Criteria for designation for the proposed visiting scholar (Section I.B.);
- 146 b. Submission of a Visiting Scholar Request form;
- 147 c. Export control review for all proposed international visiting scholars;
- 148 d. Conflicts of Interest and Commitment (COIC) disclosure in the event the visiting
149 scholar will be responsible for university research during the visit;
- 150 e. In the event the proposed visiting scholar will be creating intellectual property in
151 university facilities, assignment of Intellectual Property by means of signing the
152 Visiting Scholar Agreement form;
- 153 f. A fully executed Visiting Scholar Agreement form electronically signed by the
154 proposed visiting scholar;
- 155 g. Consultation with ISSO (issoscholar@iastate.edu) for all proposed international
156 visiting scholars, especially those requiring a J-1 visa sponsored by the university;
- 157 h. All visiting scholars must pay an administrative fee assessed through the U-Bill upon
158 arrival;
- 159 i. Joint issuance of a letter of invitation. The individual host and the administrative host
160 must jointly issue a letter of invitation to the proposed visiting scholar. All letters of
161 invitation must comply with the visiting scholar letter of invitation requirements. A
162 template for the letter of invitation can be found on the SVPP website;
- 163 j. Responsibilities of individual and administrative hosts and applicable university
164 departments (Section II); and
- 165 k. Responsibilities and privileges of visiting Scholars (Section III).

166 Upon completion of all applicable documents and consultation with the applicable university
167 departments (e.g., Export Compliance Office, Office of Research Ethics) and review by the
168 administrative host, the administrative host will determine the eligibility of the proposed visiting
169 scholar. [Back to top](#)

170 **2. Visiting Scholars Present for Fourteen (14) Consecutive Calendar Days or More**

171 When university personnel wish to host a visiting scholar for fourteen (14) consecutive days or
172 more, the individual host shall coordinate with the administrative host to ensure compliance
173 with the following:

- 174 a. Criteria for designation for the proposed visiting scholar (Section I.B.);
- 175 b. Submission of a Visiting Scholar Request form;
- 176 c. Export control review for all proposed international visiting scholars;
- 177 d. Conflicts of Interest and Commitment (COIC) disclosure in the event the visiting
178 scholar will be responsible for university research during the visit;

- 179 e. In the event the proposed visiting scholar will be creating intellectual property in
180 university facilities, assignment of Intellectual Property by means of signing the
181 Visiting Scholar Agreement form;
182 f. A fully executed Visiting Scholar Agreement form electronically signed by the
183 proposed visiting scholar;
184 g. Consultation with ISSO (issoscholar@iastate.edu) for all proposed international
185 visiting scholars, especially those requiring a J-1 visa sponsored by the university;
186 h. All visiting scholars must pay an administrative fee assessed through the U-Bill upon
187 arrival;
188 i. Joint issuance of a letter of invitation. The individual host and the administrative host
189 must jointly issue a letter of invitation to the proposed visiting scholar, subject to prior
190 determination of eligibility by the Office of the Senior Vice President and Provost as
191 indicated below. All letters of invitation must comply with the visiting scholar letter of
192 invitation requirements. A template for the letter of invitation can be found on the
193 SVPP website;
194 j. Responsibilities of individual and administrative hosts and applicable university
195 departments (Section II); and
196 k. Responsibilities and privileges of visiting scholars (Section III). [Back to top](#)

197 Upon review of all applicable documents and consultation with the applicable university departments
198 (e.g., Export Compliance Office, Office of Research Ethics), the Office of the Senior Vice President
199 and Provost will determine final eligibility of the proposed visiting scholar. If a proposed visiting
200 scholar does not meet the requirements for approval, the Office of the Senior Vice President and
201 Provost will notify the individual host and the administrative host. A letter of invitation shall only be
202 issued after eligibility has been reviewed and approved by the Office of the Senior Vice President
203 and Provost.

204 If approved by the Office of the Senior Vice President and Provost, the university will designate the
205 visitor a visiting scholar and only then should planning for the visit proceed. The Office of the Senior
206 Vice President and Provost will provide notice of final approval of the visiting scholar to the individual
207 host, the administrative host, and any necessary and appropriate university units. [Back to top](#)

208 **E. Documentation of Designation**

209 Regardless of the duration of the visit, all visiting scholar designations will be entered and
210 maintained in the university's designated management system.

211 **Section II – Responsibilities of Individual and Administrative Hosts and** 212 **Applicable University Departments**

213 **A. Individual Host**

214 Regardless of the duration of the visit, the individual host is responsible for hosting and facilitating
215 the visit and ensuring that the visit concludes satisfactorily. The individual host must agree to provide
216 ongoing oversight in conjunction with the administrative host for the full duration of the visit. At the
217 conclusion of the visit, the individual host is responsible for notifying the administrative host, ISSO (if
218 applicable), and the Office of the Senior Vice President and Provost (if applicable) of the visiting
219 scholar's departure from the university. Failure to comply with these responsibilities may impact the
220 ability of the individual host to host future visiting scholars. [Back to top](#)

221 **B. Administrative Host**

222 The administrative host or their designee is responsible for ensuring the completion of all
223 requirements to host a visiting scholar (e.g., Visiting Scholar Request form, Conflicts of Interest and
224 Commitment Disclosure, etc.) and must ensure that all required documentation, if necessary, is
225 prepared and submitted to the appropriate offices. The administrative host shall consult with the

226 office of the dean of the college, Office of the Vice President for Research, or equivalent
227 administrator when the delegate administrative host is not the dean/associate dean/VPR, etc. for
228 approval and signature of required documents as applicable.

229 The administrative host is responsible for providing space for the visiting scholar, if appropriate, and
230 for orienting the visiting scholar to applicable university policies and university resources.

231 The administrative host must ensure that authority for use of university facilities/equipment or access
232 to university facilities/equipment is appropriate and issues the appropriate authorization letters, if
233 applicable. [Back to top](#)

234 In addition, the administrative host is responsible for ensuring that the visiting scholar:

- 235 • Is aware of all applicable university policies and applicable local, state, and federal laws
236 while visiting Iowa State and reports any violations of university policy or the law in
237 accordance with university policy and procedure;
- 238 • Receives all required university training (e.g. non-discrimination and anti-harassment, health
239 and safety for the facilities and equipment, if any, they will use or other mandatory training);
- 240 • Understands that proprietary work for his or her home organization may not be carried out in
241 university facilities during the visit, unless the university has entered into a written agreement
242 with the visiting scholar and/or the visiting scholar's home institution to perform such work;
- 243 • Returns all issued office or laboratory keys, computer equipment, the ISU card (if one is
244 issued – see Section III), and all credentials upon completion of the visit.

245 The administrative host also is responsible for ensuring that any concerns expressed about the
246 visiting scholar or by the visiting scholar regarding the conduct of university personnel, student(s), or
247 other visiting scholars are addressed in accordance with university policy and procedure. Upon
248 conclusion of the visit, the administrative host is responsible for coordinating with the individual host
249 to notify the Office of the Senior Vice President and Provost of the visiting scholar's departure,
250 including notifying ISSO as required for international visiting scholars. [Back to top](#)

251 **C. International Students and Scholars Office**

252 Regardless of the duration or purpose of the visit, ISSO is responsible for reviewing all requests for
253 J-1 visa documents and for issuing those documents as appropriate. Under the approval of the U.S.
254 Departments of Homeland Security and State, only certain individuals within ISSO are authorized to
255 issue J-1 visa documents and are responsible for enforcing compliance with federal rules and
256 regulations governing legal immigration status in the United States. (Note that form each J-1 visa, an
257 ISSO scholar fee applies and will be paid by the ISU department/unit.) All international visiting
258 scholars must check in with the ISSO on or before their first day of program activity. Consult the
259 ISSO website or contact issoscholar@iastate.edu for details.

260 **D. Export Compliance Office**

261 Regardless of the duration or purpose of the visit, in order to comply with federal export control laws
262 and regulations, all proposed international visiting scholars are subject to an export control review
263 prior to approval of the request.

264 The required export control review will occur via the Export Control Worksheet process. International
265 visiting scholars must have an Export Control Worksheet on file at least thirty (30) days prior to
266 arrival at university facilities. [Back to top](#)

267 If, in the determination of the university export compliance officer (“UECO”), any proposed
268 international visiting scholar covered under this policy creates a significant export compliance risk,
269 the UECO may, at the UECO's sole discretion, require internal approvals and assurances from the

270 Individual and/or administrative hosts prior to approving such visits in consultation with the dean of
271 the college, Vice President for Research or equivalent administrator, where applicable. The UECO
272 reserves the right to withhold approval for any proposed international visiting scholar covered under
273 this policy if, in the opinion of the UECO, the visit would result in any violations or significant risk of
274 any violations of U.S. export control laws or regulations or the proposed visit requires any license or
275 approval which the UECO determines is unlikely to be timely issued due to the nature of the
276 applicable controls and/or limited time available to seek such license or approval.

277 **E. Conflicts of Interest and Commitment**

278 Regardless of the duration of the visit, the administrative host for any proposed visiting scholar must
279 ensure that the proposed visiting scholar complies with the requirements of the Conflicts of Interest
280 and Commitment Policy which includes completing a Conflicts of Interest and Commitment
281 Disclosure. The Conflicts of Interest Program staff in the Office of Research Ethics will initiate the
282 process in the event that the visiting scholar will be responsible for research in any university
283 research activities. The Office of Research Ethics will notify the Office of the Senior Vice President
284 and Provost on the review and determination of the Conflicts of Interest and Commitment Disclosure
285 submitted by proposed visiting scholars. [Back to top](#)

286 **F. Intellectual Property**

287 Regardless of the duration of the visit, a visiting scholar who will be creating intellectual property in
288 university facilities (e.g., conducting research) during the visit will assign Intellectual Property by
289 means of signing the required Visiting Scholar Agreement form.

290 **Section III – Responsibilities and Privileges of Visiting Scholars**

291 Regardless of the duration or purpose of the visit, a visiting scholar is subject to and required to
292 observe all rules, regulations, and requirements of the university, and all applicable state and federal
293 laws, including, but not limited to, conduct, confidentiality, conflicts of interest, ethical behavior,
294 responsible conduct of research, equal opportunity, compliance, safety, and health.

295 Visiting scholar status is a privilege, not a right, and an individual holds this status at the pleasure of
296 the university. The status may be revoked at any time (even during the term of the designated
297 status) by the university in its sole discretion, without the necessity of a reason. Similarly, there is no
298 right to a renewal of the status at the end of the term of the visit.

299 The visiting scholar designation does not permit the use of Iowa State University resources, except
300 in compliance with all university policies.

301 Visiting scholars are not employees of the university and, therefore, are not entitled to financial
302 support, compensation, or other benefits available to university personnel. Visiting scholars may,
303 however, be eligible for expense reimbursement, where appropriate and applicable. [Back to top](#)

304 Visiting scholars also are eligible for the following:

- 305 • **Access to university facilities and resources** (e.g., libraries, laboratories, etc.), as
306 deemed appropriate by the applicable university facilities and resources in consultation with
307 the administrative host and in accordance with university policies. The administrative host is
308 responsible for informing the visiting scholar prior to arrival about the approved access to
309 university facilities and resources.
- 310 • **Office space**, if deemed appropriate by the administrative host. The administrative host is
311 responsible for arranging access to the appropriate office or laboratory key(s). Administrative
312 hosts should be cognizant of the need to be cautious about issuing such access and must
313 consider export control, conflict of interest, and other factors. Upon the completion of the

- 314 visiting scholar's term at the university, the administrative host must ensure all keys issued to
315 the visiting scholar are returned.
- 316 • **Iowa State email address**, the primary purpose of which is to enable visiting scholars to
317 send and receive electronic university correspondence. Upon completion of the visiting
318 scholar's term at the university, the university will disable the Iowa State University email
319 address and all Iowa State University information technology access assigned to the visiting
320 scholar.
 - 321 • **University identification card (ISU Card)**, issued by the ISU Card Office to all visiting
322 scholars. The primary purpose of the ISU card is to enable visiting scholars to use university
323 publicly accessible facilities, such as the library. Upon completion of the visiting scholar's
324 term at the university, the administrative host or their designee must collect the ISU card
325 from the visiting scholar and destroy it. [Back to top](#)

326 Resources

327 Links

- 328 • [Visiting Scholars website, Office of the Senior Vice President and Provost](#)
- 329 • [Visiting Scholar Request Form](#)
- 330 • [Conflicts of Interest and Commitment Policy](#)
- 331 • [Conflicts of Interest Program - Lynn Comoto](#)
- 332 • [Export Compliance Office](#)
- 333 • [Graduate College Handbook](#)
- 334 • [International Students and Scholars Office \(ISSO\)](#)
- 335 • [ISU Card Office](#)
- 336 • [Office of Research Ethics \(ORE\)](#)
- 337 • [U-Bill, Accounts Receivable Office](#)

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