

## Recommended Policy on Visiting Scholars and Practitioners

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1. Visiting scholars and practitioners have the capacity to enhance our mission of teaching and research and to extend our collective and individual work globally.
2. Scholars/practitioners should represent thought leaders and should have completed terminal degrees in their fields. They are to be invited or accepted based on shared interests and intellectual support from at least one faculty member and approval of a departmental or program chair. Names will be submitted for consideration by the Dean in consultation with the Executive Committee by each department or program chair each academic year, listing also duration of stay, scholar's institutional affiliation, and title of research. Visitors may be in residence at the beginning of any semester. The term of a visiting scholar will last for one year. An extension of the term may be provided with the approval of the departmental or program chair.
3. Scholars/practitioners should be externally funded.

Interested scholars/practitioners must submit a letter of interest outlining terms (time period, funding, etc) , a cv, and a research statement as well as the usual visa requirements (if necessary).

4. If an invitation is agreed upon, Penn Design should provide the following:
  - Research space (carrel, etc).
  - Admission to the library.
  - Admission to classes as auditors with the instructor's permission.
  - An invitation to the relevant colloquia.
  - Orientation to school and university and city.
  - Contact details for offices that can provide assistance in finding housing.
5. For each scholar, the hosting department will meet with PennDesign's IT Director to jointly determine what, if any, computing support will be provided, including assignment of PennDesign email, access to PennDesign listserves, and access to ITHelp Desk support.
6. All visiting scholars must submit documentation to demonstrate eligibility to reside in the United States. PennDesign staff will not process visa applications for visiting scholars, nor will visas be extended beyond the one year term of a scholar, unless at the request of the departmental or program chair.
7. Scholars/practitioners should be introduced to the faculty and engaged in the life of the school during their stay. It is expected that scholars will participate in colloquia and classes where relevant.
8. An addition to the School's web site should set out the purpose and admissions procedures for positions of this kind, application deadlines and a roster of scholars/practitioners and, when appropriate, links to their work.