

## **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. Scholars are submitted by each department or program chair to the Dean with a letter of interest outlining the terms noted below. Scholars are reviewed by the Executive Committee to encourage scholarly collaboration.
3. Interested scholars/practitioners must submit a letter of interest outlining terms, including:
  - Commitment on the part of a standing faculty member to act as a sponsor.
  - Recent curriculum vitae, noting institutional affiliation.
  - Title of research and brief research statement/description of goals for the stay, with anticipated contributions to the PennDesign community.
  - Information about external funding.
  - Whether the scholar will require a work permit or visa.
  - Start and end dates of the proposed visit.
4. Visitors may be in residence at the beginning of any semester and the term may last for up to one year. An extension of the term may be provided with the approval of the department or program chair.
5. Scholars/practitioners must be externally funded.
6. If an invitation is agreed upon, Penn Design should provide the following:
  - Research carrel or similar space. Private office space cannot be provided.
  - 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.
7. For each scholar, the hosting department will meet with PennDesign's IT Director to jointly determine what, if any, computing support might be provided, as well as establish the start and end dates for any accounts.
8. All visiting scholars must submit documentation to demonstrate eligibility to reside in the United States. PennDesign departmental staff will guide the process for visa applications, following the requirements of PennGlobal. Visas will not be extended beyond the one year term of a scholar, unless at the request of the department or program chair. All international visiting scholars and fellows must adhere to University of Pennsylvania and U.S. Department of State guidelines. For more information on the J-1 visa process, please visit the University's International Student and Scholar Services (ISSS) website at <http://global.upenn.edu/iss/jlscholar>.
9. Visiting Scholars are required to have adequate health insurance coverage during the entirety of their stay to facilitate University compliance with Department of State requirements. Coverage must meet specific minimum requirements. For more information, please visit the PennGlobal website at <https://global.upenn.edu/iss/jlscholar-status>.
10. 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. The School's website should set out the procedures for positions of this kind, application deadline, a roster of scholars/practitioners and, when appropriate, links to their work.