



MANHATTAN COLLEGE

Policy and Procedures for Visiting Scholars, Visiting Student Researchers and Postdoctoral Fellows

1. Definitions

Visiting Scholar – A faculty member with a current academic appointment at another institution of higher education who visits Manhattan College for an extended period to engage in collaborative research or for other activities in support of the College's mission.

Visiting Student Researcher – A student actively pursuing a doctoral degree at another institution of higher education who visits Manhattan College for an extended period to engage in collaborative research or for other activities in support of the College's mission.

Post-Doctoral Fellow - A postdoctoral scholar ("postdoc") who is an individual holding a doctoral degree from another institution of higher education who is engaged in a temporary period of mentored research and/or scholarly training for the purpose of acquiring the skills needed to pursue a chosen career path.

2. Overview

Full time Manhattan College faculty members (*the invitor*) may invite faculty from other institutions or other qualified individuals to visit the College for an extended period in order to advance a collaborative research activity or for other activities in support of the College's mission. These individuals are appointed into academic units and classified as Visiting Scholars. The invitation must indicate the name of the faculty member hosting the visitor and must be approved by the chair of the hosting Department or other academic unit with concurrence from the Dean of the invitor's School.

A Visiting Scholar is typically appointed for research or scholarship only and will normally not have any responsibilities for teaching Manhattan College classes or for advising Manhattan's students.

Students pursuing a doctorate at another higher education institution may also be invited to temporarily become affiliated with Manhattan College as a Visiting Student Researcher.

Individuals who have completed their doctoral studies at another institution of higher education may be invited and/or sponsored (e.g. as an NSF Postdoctoral Fellow) to visit the College for an extended period in order to engage in mentored research or other scholarly training.

3. Criteria for Appointment

The following are the minimum eligibility criteria for a Visiting Scholar designation at Manhattan College: (Schools may establish more restrictive eligibility criteria.):

- the individual must be visiting from and affiliated with an outside institution or organization
- the individual must have a degree or recognized expertise in his or her field; and
- the individual must have a source of financial support from outside Manhattan College; appointments as Visiting Scholars do not include any Manhattan salary.

Visiting Scholars, Visiting Student Researchers or Postdoctoral Fellows are not Manhattan College employees and do not receive any regular payroll compensation from the College. Postdoctoral fellows may benefit from stipend payments or other compensation from a sponsoring agency (e.g. NSF Postdoctoral Fellowship grant).

The classification of Visiting Scholar is appropriate for faculty from other academic institutions who are invited to Manhattan on an unpaid basis during a period of sabbatical at their home institution. In addition, this classification is appropriate for the appointment of qualified personnel from industry, government or other organizations, including retirees, who wish to visit Manhattan on an unpaid basis.

The Visiting Scholar classification is not intended for individuals who might otherwise be considered trainees. This classification is not used to bring matriculating doctoral students from other academic institutions, nor should it be used for individuals who should be appointed as Postdoctoral Fellows.

4. Duration of Appointment

Visiting Scholar appointments are usually made for up to one year and may be renewed for a second year, although shorter appointments are possible. An extension beyond two years must be approved by the School Dean's office and will be granted only for extraordinary and compelling reasons.

Visiting Student Researcher appointments are generally for a semester but can be extended, as appropriate.

Postdoctoral Fellows generally are appointed for 24 months but terms can be extended, as required or pursuant to a sponsoring agency award to the College as a host institution.

5. Appointment Procedures

The procedures described here address College requirements. Individual schools or programs may have their own appointment process, which may involve review and approval by a dean's office.

The inviting department or program is responsible for ensuring that a Visiting Scholar, Visiting Student Researcher or Postdoctoral Fellow candidate meets the criteria above and for issuing the letter of invitation. The appointment letter must:

- identify the faculty member issuing the invitation, and the academic organization in which the Visiting Scholar will be based
- specify the term of the Visiting Scholar, Visiting Student Researcher or Postdoctoral Fellow designation (that is, the dates of residency at Manhattan College)
- confirm that no salary or other financial compensation, including insurance or other health and welfare benefits, will be provided by Manhattan College in conjunction with the appointment
- provide that the Visiting Scholar must satisfy all regulatory requirements and comply with College policies and procedures that apply to his or her activities while at Manhattan, including but not limited to the Campus Code of Conduct, Responsible Use of Computing and Information Services, Institutional Review Board and Institutional Animal Care and Use Committee protocols.
- incorporate by reference the terms of this policy

An appointment form template for these appointments is available online.

6. Responsibilities of Host Faculty, Departments or Programs

Hosting academic units should ensure that these appointments are justified on the basis of benefit to Manhattan College.

The hosting academic unit is responsible for arranging to provide space for the visitor and for assuring that the individual can participate as intended without undue interference with the other academic responsibilities of the host department or academic unit.

In addition, the department is responsible for assuring that visitors:

1. receive all required College training (e.g., health and safety or other mandatory training including Title IX compliance)
2. understands that proprietary work for his or her home organization may not be carried out in Manhattan College facilities during the visit.
3. complies with all College policies and external requirements related to the performance of work at Manhattan.

A. Management of Potential Conflicts of Interest

Should the Visiting Scholar's home organization wish to make an unrestricted gift to Manhattan in order to defray the costs of resources and facilities to the department that is supporting the Visiting Scholar, such a gift needs to be made to the faculty host's department. It may not be made directly to the faculty host and it must comply with all relevant gift policies, including those pertaining to conflict of interest.

The faculty host must disclose any personal financial relationship that the faculty host has with the Visiting Scholar's home organization. Further, if that home organization is an entity with a commercial interest in the research the Visiting Scholar is carrying out at Manhattan, the faculty host must disclose this potential conflict of interest.

7. Visa Requests

Upon receipt of an approved request, the Office of the Associate Provost will assist the visitor with securing any necessary visa certificates. Departments must assure that foreign visitors receive their DS-2019 well before departure from their home country, and that they understand that they must use the DS-2019 to apply for a J-1 visa at a U.S. Consulate.

8. Privileges

Visiting Scholar, Visiting Student Researcher or Postdoctoral Fellow status is a privilege, not a right, and an individual holds this status at the pleasure of Manhattan College. The status may be revoked at any time (even during the term of the designated status) by the College in its discretion, without the necessity of a reason. Similarly, there is no right to a renewal of the status at the end of the term.

Visitors are not employees or students of the College, and therefore are not entitled to compensation or other benefits available to regular staff, faculty or students (including health insurance). These visitor titles may not be used for personnel or payroll purposes. Departments wishing to make a special payment to a Visiting Scholar for participation in a seminar presentation or similar contribution may do so by means of a non-salary honorarium. In certain cases, a program may agree to provide a non-salary stipend for living expenses or supplemental research expenses for the Visiting Scholar. Visiting Student Researchers would generally not qualify for such non-salary honoraria. Postdoctoral Fellows may receive stipend from sponsoring agencies (e.g. NSF Postdoctoral Fellowships).

A College Identification Card will be issued to visitors who are in residence for a minimum of three months. Cards may be obtained by visiting the Card Office in Thomas Hall and presenting the appropriate signed invitation for appointment for a fixed period of at least three months, and showing a valid government-issued picture ID.

Visitors are eligible to use the following Manhattan College facilities and services:

- Libraries: Holders of Visiting Scholar Cards will have access to the O'Malley Library in accordance with regulations and policies governing the use of the library.
- Holders of Visiting Scholar Cards have access to certain facilities such as the Kelly Commons Fitness Center.

- campus parking privileges for a fee (arranged through Public Safety)
- access to off-campus housing information

9. Requests for Exceptions and Additional Guidance

Requests for exceptions to any of the requirements of this policy must be reviewed and approved by the Dean's office of the invitor's School.