POLICY STATEMENT

The College of Design recognizes the importance of and supports welcoming research scholars from around the world to enrich our community and enhance our ability to create change in our communities, the nation and the world. Each year, the College hosts a limited number of visiting research scholars. A match of research interests between visiting scholars and Design faculty contributes to the richness of the experience for visiting scholars and provides valuable contributions to our community. Visiting scholars are unpaid positions and do not hold academic or other appointments.

The decision to issue a formal invitation to scholars seeking sponsorship at the College of Design as visiting scholars will be made by department heads or research center directors and will be evaluated based on the following criteria. The criteria to consider are:

Requesting scholar’s credentials:

- Potential scholars must hold a graduate degree (PhD, MFA, MArch, MLA, or equivalent) and hold an academic position in an accredited institution of higher education. In limited circumstances, scholars holding positions in industry may be considered with appropriate credentials. Potential scholars may not be students; in limited circumstances, PhD candidates will be considered in the research centers, with approval of the associate dean for research.
- Potential scholars should identify a current tenured faculty member or research center director to serve as their sponsor, and request an invitation to visit.
- Potential scholars must have a plan of research.

Area of expertise and proposed plan of research

- Is there a positive match with the proposed sponsor?
- How will the plan of research contribute to the department or center?
- In what way[s] does the proposed research support the program or CDes faculty research agenda? OR In what ways does the visiting scholar support the future direction of the unit and/or the College as a whole?
- What potential opportunities exist for contributions to the broader College community?

Degree of support needed

- What are the implications for the sponsor’s and administrator’s or department head’s workload should an invitation be issued?
- Can a visit be supported in light of any other visiting research scholars concurrently in the unit?

REASON FOR POLICY

To clarify how requests for sponsorship from potential visiting research scholars will be accepted and reviewed, and to identify College of Design criteria as evaluated.
PROCEDURES
The tenured faculty member or research center director receiving the request should describe the process to the prospective visiting research scholar and what documentation the scholar should provide:

- Current CV
- Comprehensive dates for proposed visit
- Plan of research

The faculty member should present the above documentation to the department head for a discussion on the department’s ability to support a visiting scholar during the requested time period. If acceptable, the faculty member should present the CV and plan of research to the faculty for their review and discussion. Center directors should present the documentation to the associate dean for research and engagement for review and consultation. Prior to presenting, the proposed sponsor should have a phone or video conversation with the requesting scholar to assess English proficiency [if coming as a J-1 Scholar, proof of English Proficiency through TOEFL or other assessment score is required as part of the J-1 application materials], the type and extent of expectations of the proposed sponsor and head/director, and the extent of fit between the research plan and the proposed sponsor. The sponsoring unit will require all visiting research scholars to pay a fee to the unit of $2,000 to cover administrative costs.

For requests to an academic department, the faculty will agree whether or not to support the proposed visit and the department head will issue the formal invitation. For requests to center directors, after consultation with the associate dean, the center director will issue the formal invitation.

When an invitation is issued to an international research scholar, the department or center will work with International Student & Scholar Services (ISSS) to follow appropriate university and federal protocol.

Once the DS-2019 has been received, the department head/center director or administrator will notify the HR director with names/contact information. The Senior Leadership Group and Research & Outreach Centers will look for opportunities for cross-collegiate interactions during their visit and potential opportunities for future student recruiting, etc.

Visiting research scholars are expected to give a public presentation and meet at least once with students.

DEFINITIONS

**Collegiate unit**
College of Design academic school or department, research and/or outreach center, administrative office.

RELATED INFORMATION

CDes Visiting Research Scholars Web page: [http://stage15.design.umn.edu/visiting_scholars.html](http://stage15.design.umn.edu/visiting_scholars.html)

HISTORY

October 2017 - The Senior Leadership Group identified issues and needs with current procedures.

October 2017 - Visiting Scholar task group met to draft procedures and web site.

November 2017 – The Senior Leadership Group reviewed draft procedures and web site.

December 2017 – Final policy approved by the Senior Leadership Group; policy distributed to College.