Visiting Scholar/Visiting Researcher

This document is designed to offer guidance with the Visiting Scholar/Visiting Researcher process.

1. The Guide to Inviting Visiting Scholars will explain timelines, required steps, and more. Included in there is a template for writing the invitation letter (if your visitor is a domestic visitor, the immigration pieces mentioned in the guide won't apply to them, but the rest of the process will).
2. You will also need to complete the Visiting Scholar Application Form.

Visiting Scholar/Visiting Researcher: Non-Employee or Employee?

Once steps 1 and 2 above have been completed, ISSS Office and The Provost’s Office will review your application/submissions. HR will reach out to you and let you know the Visiting Scholar/Visiting Researcher status: Non-Employee or paid Employee.

If your visitor is designated a Non-Employee, you will complete Non-Employee process:

A. Complete the Non-Employee Personnel Action Form (TDX Online Process)

If your visitor is designated an Employee (Faculty or Staff), you will follow the same hiring processes currently in place for any new faculty or staff employee that you want to hire.