



## 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.**