College of Education and Human Development

Guidance for Visiting Scholars
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1 This document is based on “International Scholars Policy” (2002) developed by the College’s International Education Committee. The Dean’s office recognizes the contributions of this group to ongoing engagement of international scholars.
Overview of Visiting Scholars

The College of Education and Human Development has a goal of “comprehensive internationalization,” defined by Knight (1994) as “the process of infusing an international or intercultural dimension into the teaching, learning, research, and service functions of higher education” (pg. 7). Part of this goal is accomplished through hosting international visiting scholars. Visiting scholars provide opportunities for CEHD faculty and staff to benefit from collaborative research opportunities and cross-cultural interactions. Visiting scholars may deliver guest lectures in classes, co-teach when appropriate, and participate in collaborative research.

Visiting scholars play a vital role in the internationalization of our college. Through their presence, we expose students to new ideas from nations around the world, invigorate research with novel concepts and new populations with whom to work, and develop new avenues for collaborative work with institutions abroad. At the same time, CEHD departments have much to offer visiting scholars. Our researchers are world-renowned, our commitment to innovative teaching pedagogies is inspiring to international partners, and this campus offers endless opportunities for international engagement.

To this end, Dean Jean Quam fully supports the presence of international visiting scholars on campus. Because of the high-quality programming offered in CEHD, it is likely that there will be many more requests for visiting scholars than can be accommodated. Therefore, this document and its guidance are intended to help departments and centers make decisions on how to help ensure visiting scholar relationships are successful.

Considerations for Visiting Scholars

Academic Match

When receiving requests for visiting scholars, the most important consideration is whether there is an academic match for the potential visiting scholar and a faculty or staff member in a department or center. The most productive visiting scholar arrangements are those in which the visiting and host scholars have common or complementary research interests. With common interests, new avenues for research and teaching can be explored. Ideally, the host and visiting scholars will develop a “transformative” relationship (see Clayton et al., 2010) that will benefit the professional lives of both visiting and host scholar, and possibly both institutions more broadly.

The evaluation of an academic match is the responsibility of the departments, centers, and individuals involved in considering the potential visiting scholar. Because faculty and staff have such deep expertise in particular areas, they are the best judges of whether a match is present and if a two-way benefit may arise from the visiting scholar. The following examples demonstrate potentially positive two-way relationships:

- A visiting scholar from South Korea makes a request to work in the Kinesiology lab of a researcher. The visiting scholar may not have the publication record of the host scholar, but because of common interest in a topic, the host researcher may benefit from new perspectives.

- An experienced education professor from Iraq would like to visit a department and teach some guest lectures. A less experienced host professor may benefit from her experience in academia, and may provide the visiting professor with new pedagogical ideas.
• A researcher in the field of Social Work makes a request to visit a professor in his same field. This researcher has developed tools to measure community attitudes toward aging in his home country. A host professor has developed similar tools in the U.S. Both would benefit from sharing notes and ideas.

• An advanced graduate student from China studying higher education wishes to learn more about teaching in postsecondary institutions in the U.S. She will sit in on lectures with a Postsecondary Teaching and Learning professor while at the same time providing valuable insights on cross-cultural communication and teaching approaches.

Time

A second important criterion when considering visiting scholars is whether someone in the department or center has the time to extend to a visiting scholar. Although there are no minimum or maximum requirements, host scholars may be asked to play the role of mentor, collaborator, friend, advocate, or co-author. These roles may be accomplished through regular work together or through periodic “check-ins.” Similar to relationships with peers and students, different relationships require different time commitments.
Logistical Considerations

The following pages provide concise, practical ideas on how to initiate and sustain an effective visiting scholar experience.

Timelines for Visiting Scholar Applications

Suggested Departmental Policy

- Visiting Scholar applications for fall semester must be received by April 1
- Visiting Scholar applications for spring semester must be received by October 1
- Copy of approved applications sent to the CEHD Dean’s office

Procedure

Applications will be sent by prospective visiting scholars to the department chair of each department for review and approval. Upon departmental approval, approved applications will be sent to the CEHD Dean’s office. See Appendix for sample application form (departments or centers may edit to fit their needs).

Visiting Scholar Selection Criteria

The following criteria are important considerations when deciding whether a visiting scholar will be a good fit for a department or center.

- A clear academic match with one or more persons in the department or center is present
- A willingness of one or more faculty or staff to act as host scholars
- Scholars need approval from their home institution
- Scholars may visit up to one year if resources allow
- Scholars require full external funding for housing, travel, etc. unless otherwise arranged by departments or centers
- Scholars assume all responsibility for securing visas (except for preparation of invitation documents, which shall be supported by CEHD)
- Scholars are responsible for costs associated with accompanying partners and dependents
- Scholars must follow all University of Minnesota policies while on campus
- Affiliation of scholar still resides with her or his home university, even when visiting (however, the CEHD’s Dean’s office will support and require acquisition of a U Card and x500 identification for the scholar while in country)
Expected Contributions from Visiting Scholars

- Sharing expertise in courses and other academic programs (e.g., seminars, forums, etc.)
- "International Connections" presentation
- If appropriate, collaborative research and dissemination (articles, conference presentations, etc.)

Departmental Role of Visiting Scholars

Each department or center will make its own decisions on whether or not to extend an invitation to a visiting scholar. For departments with multiple requests per year, it is recommended that a common date be set for applications (e.g., all fall applications must be sent by April 1, all spring by September 1). Individuals can then decide if the department can host one or more scholars in a given year. Beyond the academic match and time considerations above, additional logistical details should be considered.

Host

Departments will need to provide two very important elements for visiting scholars to be successful. First, scholars will need a host. This host will be the main point of contact for the scholar. CEHD faculty should select scholars who have clear academic matches to their own interests. Such matches provide a frame of reference for conversations and a common starting point from which cultural differences can be negotiated. A host is not expected to keep watch over her or his scholar’s activities, but should be a point person for whom the scholar can come with general queries. Hosts might also consider inviting the visiting scholar to her or his home as appropriate, but this is not required.

Space

Departments must also provide adequate work space for the scholar. An office from which the scholar can work will help to facilitate a sense of community. More often than not, scholars will come with their own laptops, but may need access to a printer. Department IT staff should be ready to assist with such needs. Departments may also want to consider loaning a visiting scholar a departmental computer if she or he does not have one.

Additional Resources

Depending on budget availability, Departments may also provide the following:

- Copy machine privileges
- Computer lab access
- Telephone and fax access
- Use of support staff
Role of Host Scholar

When departments or centers host a visiting scholar, one faculty, academic staff, or researcher in that department or center will serve as a host scholar. The host scholar’s responsibilities include:

- Communication of clear expectations about involvement with visiting scholar
- Work with visiting scholar to facilitate arrival to Twin Cities and University
- Extend basic hospitality (finding housing should be the responsibility of visiting scholar)
- Expedite visiting scholar’s research and other academic interests during the visiting scholar’s time in department or center
- If appropriate, co-present at International Connections
- If appropriate, invite scholar to professional conferences (travel grants for this will be made available through the CEHD Dean’s office)

Inviting a Visiting Scholar

The process of inviting visiting scholars is generally divided into four stages:

1. Review the request made by visiting scholar or invite a visiting scholar of your choice
2. Ensure there is an academic match with a host and space available within the department
3. Invite scholar and share logistical (e.g., housing, etc.) information with her or him
4. Contact Dean’s office (Director of International Initiatives) when official letters of invitation are needed or when visa issues arise

College-wide Support

The CEHD Dean’s Office can provide the following support for the visiting scholar process:

- Writing letters of invitation for visiting scholars (departments and centers may also write these)
- Liaising with International Student and Scholar Services on visa and other issues
- Preparing visa documents and covering costs of visa form preparation
- Scheduling official welcome meetings with Dean Quam
- Facilitating college-wide lectures (e.g., International Connections) for the visiting scholar
- Securing a U Card, x500 identification, and guest access to libraries, computer labs, etc.
• Providing $500 travel grants to visiting scholars to accompany host scholar to professional meetings

**International Student and Scholar Services**

The University’s International Student and Scholar Services (ISSS) is an essential partner in the visiting scholar process. ISSS will provide the following:

• Orientation about the university and information regarding housing, insurance, transportation, schooling, and other adaptation issues

• Orientation specifically for visiting scholars

• Information about visa documents

• Visa form preparation

**Visa Information**

Most visiting scholars will require a visa to visit the United States. Visas require an invitation from the University of Minnesota and preparation of visa documents, which are facilitated through International Student and Scholar Services. Call International Student and Scholar Services at 6-7100 or the CEHD Director of International Initiatives to find out what kind of visa is necessary and what preparatory paperwork is necessary. ISSS charges approximately $200 for preparation of visa paperwork. This cost will be covered by the CEHD Dean's office for one scholar per year per department or center.

**Orienting Visiting Scholars**

• The University's International Student and Scholar Services office provides weekly orientations for visiting scholars. Information on these orientations can be found at:

  [http://www.isss.umn.edu/j/orientation.html](http://www.isss.umn.edu/j/orientation.html)

• International Student and Scholar Services also has a variety of other programs to help visiting scholars integrate into the broader university community. See

  [http://www.isss.umn.edu/programs/default.html](http://www.isss.umn.edu/programs/default.html)

• Departments should coordinate a departmental orientation to office space, general schedule, expected staff meetings, etc.
Welcome meetings can be set up with the Director of International Initiatives, Associate Dean for Internationalization, and Dean. Call the Dean’s office (6-9252) for details.

Housing

Visiting scholars are responsible for arranging their own housing. Below are several resources which might help the scholar in finding appropriate housing:

- University sponsored guest housing: http://www.housing.umn.edu/other/index.html
- University off-campus housing: https://rentals.tc.umn.edu/. This site requires an X.500, so scholars will need to wait until visa information is cleared before searching.
- International Student and Scholar Services offers on-line housing workshops. See http://www.isss.umn.edu/new/housingshop.html.
- Announcements can be sent on CEHD community websites such as cehd-cbay@lists.umn.edu and CEHD-International@lists.umn.edu.

Helpful Websites

The following websites may help prospective visiting scholars and hosting departments or centers to better understand the resources available at the University of Minnesota.

CEHD International Webpage: http://www.cehd.umn.edu/research/international/default.html
International Student and Scholar Services: http://www.isss.umn.edu/
Housing Information: http://www.housing.umn.edu/other/index.html and https://rentals.tc.umn.edu/

References


Appendix: Sample Application Form (Source: CEHD Visiting Scholars Policy, 2002)

Visiting Scholar Application Form

Deadlines:
- April 1 for arrival between January through July of the following year
- October 1 for arrival between August and December of the following year

Host department or center to which you are applying: __________________________

Personal Information:
Name: __________________________ Email: __________________________
Address: __________________________ Telephone: __________________________
Fax: __________________________

Home Institution Information:
Home Institution: __________________________
Country of Home Institution: __________________________
Current Position at Home Institution: __________________________
Highest Level of Education Completed and Field of Study: __________________________
Current Supervisor at Home Institution (include title): __________________________

Emergency Contact Information (if invited to visit)
Name: __________________________ Email: __________________________
Address: __________________________ Telephone: __________________________
Fax: __________________________ Relationship to You: __________________________

Proposed Length of Stay
Approximate arrival date: _____________ Approximate departure date: ___________
Visiting Scholar Application Form (Page 2)

Proposed Activities (please check all of your preferred activities)

___ Conduct own research       ___ Conduct research with a UM collaborator
___ Utilize library resources   ___ Observe classes
___ Provide guest lectures     ___ Other (please specify) _________________

Host Scholar:

To be accepted as a visiting scholar, you must have a host scholar at the University of Minnesota. Please check the correct description of your relationship with the host scholar. Please check below the statement that reflects your current status.

___ I have not identified a host scholar and would like assistance from the department or center in finding a host scholar.

___ I have identified a potential host scholar, but have not yet contacted her/him. Name of University of Minnesota potential host scholar _____________________________

Describe how you became familiar with this person _____________________________

_______________________________________________________________________

___ I have communicated with a potential host scholar from the University of Minnesota.

Describe any conversations you have had to date: _____________________________

_______________________________________________________________________

Attachments

Please attach the following to this application:

- Current curriculum vita (CV)

- A two-page statement outlining the goals you wish to accomplish as a visiting scholar to the University of Minnesota, the activities in which you wish to engage, and why you selected the University of Minnesota as your potential visiting scholar site.