

VISITING SCHOLARS

General Information

- Per [The Call, Appendix 39](#), “A person who has an academic appointment at another institution or is engaged in other professional or creative activity may be appointed as a Visitor to participate in a short-term educational, research, or other academic project under the supervision of an academic appointee.”
- The appointment must serve an academic purpose for the benefit of the unit sponsoring the appointment and of UCLA as a whole. A Visitor must: be self-supporting; provide evidence of adequate support from external sources and of health insurance, appropriate to the duration of the appointment; and possess a terminal degree appropriate to carry out the activities for which the appointment is made.
- The Visiting Scholar title shall be used **only when another series is not more appropriate** (based on the person’s professional status and proposed activities at UCLA), such as: Visiting Researcher, Visiting Project Scientist, Visiting Professor, Post-Doc Scholar, etc. Consider the purpose of the visitor when selecting the appropriate title:
 - *If planning to teach and perform research, select the Visiting Professor series.*
 - *If collaborating on research with UCLA faculty, use the Visiting Project Scientist or Visiting Researcher titles.*
 - *If receiving payment via a grant or payroll, must be an alternate title or series.*
 - *If holding a professor or researcher title at another university (except Emeritus), a Visiting Researcher or Visiting Professor title may be more appropriate.*
- UC students are not eligible for appointment as a Visiting Scholar. A student of another institution may request an appointment as a Visiting Graduate Researcher (VGR) through the UCLA Graduate Division.
- Appointments are self-terminating, and will typically be for short periods not to exceed 12 months. Reappointment for an additional term of up to 12 months is permitted (unless another series has become more appropriate); a third term of up to 12 months may only be authorized by the Vice Chancellor, Academic Personnel.
- Visiting Scholars are not considered UC employees, cannot receive salary or wages, and may not hold another appointment in the UC system while holding the Visiting Scholar title. They may receive a cost of living allowance and/or reimbursement (see [Appendix 39, V, d.](#) for more details).
- For foreign visitors, departments must coordinate with the Dashew Center for International Students and Scholars (DCISS) for appropriate visa processing. In addition, Federal Export Control regulations apply and require completion of the Export Control Compliance Attestation form.
- See [The Call, Appendix 39](#), for more details on the policies, privileges and benefits for Visiting Scholars.

Submit the following to the Dean’s Office:

- ☐ **Visiting Scholar Appointment Form** ([click here](#) to download)
 - The form requires verification of adequate financial support and insurance coverage. However, keep these on file in the department and do *not* submit financial or insurance documents to the Dean’s Office.
- ☐ **History Record** ([click here](#) for a sample)
- ☐ **CV**
- ☐ **If necessary (foreign visitors requiring a visa), Export Control Compliance Attestation** ([click here](#) to download)
 - The form must be signed by Claudia Modlin, Research Policy & Compliance Coordinator of ORA, prior to submission to the Dean’s Office.
- ☐ **UC Recruit Search Report**

DAT (not applicable for this title)

Routing and Approval

The Luskin analyst will inspect the case then forward it to the Dean, who has final approval authority. If reappointment for a 3rd year is requested, final approval authority rests with the Vice Chancellor of Academic Personnel.