

## VISITING SCHOLAR CHECKLIST

This checklist serves as a guide to any TCU faculty or staff, who play a role in screening, inviting, welcoming, training and overseeing visiting scholars by providing guidance to help navigate through the administrative and regulatory steps associated with a prospective visit and outlines the responsibilities and burdens. This checklist is not a substitute for applicable policies and procedures.

Completed	Task
<input type="checkbox"/>	In consultation with Host Facility/Lab Dean, determine the faculty member who will be primarily responsible for oversight of the Visiting Scholar for the duration of his or her visit.
<input type="checkbox"/>	Coordinates with the Office of the Provost to obtain appropriate approvals and screenings and once obtained, extends formal invitation to Visiting Scholar, in conjunction with the Invitation Letter.
<input type="checkbox"/>	Forwards appropriate forms (including all required screening forms, release, and any applicable Visiting Scholar agreements) to Visiting Scholar and coordinates with Visiting Scholar for prompt return of these documents.
<input type="checkbox"/>	If the Visiting Scholar is a person that requires permission from the United States Citizenship and Immigration Services to enter the country, forwards information relating to approved prospective Visiting Scholar and visit to the Office of the Provost for further screening and approval, as required by law, and works with the Office of the Provost to finalize visa paperwork (if applicable).
<input type="checkbox"/>	Health insurance is required for a Visiting Scholar entering the U.S. on a J-1 or F-1 visa. TCU cannot allow a visitor to begin their program research without proof of health insurance when they arrive on campus which is in compliance with government regulations.
<input type="checkbox"/>	Ensures that Visiting Scholar undergoes a criminal background check, receives a proper appointment at TCU and proper training before accessing the Host Facility/Lab.
<input type="checkbox"/>	Conduct a Restricted Party Screening (“RPS”) and document screening results. TCU uses Visual Compliance to conduct RPS. For more information about RPS or Visual Compliance Contact Lorrie Branson in the Office of Research.
<input type="checkbox"/>	Assess whether any technology or information in the research facilities is subject to Export Control laws and regulations. The Office of Research webpage offers some guidance on the matter. If you have questions, please contact the Office of Research.
<input type="checkbox"/>	Ensures that Visiting Scholar fulfills compliance and training obligations, does not bring any proprietary work from his or her home institution into TCU, and signs appropriate intellectual property rights agreement with TCU.

	Because the invitation letter gives the Visiting Scholar notice about requirements or conditions relating to the prospective visit, the letter must be signed and returned in advance of the visit. Host must ensure the letter is received, properly signed, and placed in file.
	Provides space and supporting services to Visiting Scholar, as appropriate.

**Procedures.** The below procedures address general university requirements. Individual colleges or departments may have a more (but not less) stringent procedure. Exceptions to this procedure may be granted upon written request for the Host.

1. **Eligibility Criteria.** Unless an exception is approved, a potential Visiting Scholar must meet the eligibility criteria set forth herein or other applicable TCU policies.
2. **Preliminary Information/Documentation.** With as much advance notice as practicable, Visiting Scholar shall supply Host with information and documents necessary to show that Visiting Scholar meets the eligibility requirements and to allow TCU to conduct screenings and to make internal decisions about the prospective visit.
3. **Screenings and Approvals.**
  - a. **Mandatory Preliminary Screenings/Approvals:** The Host must ensure that the following screenings/approvals occur before a Visiting Scholar receives an invitation or visits TCU:
    - Approval from Supervisor of the Host Facility/Lab (only if he/she is not also the Host)
    - Approval from the Host's supervisor (Department Chair, Dean, or Provost, as appropriate)
    - Restricted Party Screening (if applicable)
    - Criminal Background check
  - b. **Additional Screenings/Approvals:** After all mandatory screening and approvals are completed, the Office of the Provost will determine if any additional screenings/approvals are necessary.
4. **Issuing the Invitation.** The Host Unit usually will issue all formal invitation letters to potential Visiting Scholars after Host confirms that all screenings and approvals have been completed. The Host Unit may request that another office (e.g. Office of the Provost, Office of Research) issue the invitation on the Host Unit's behalf. At a minimum, the Invitation Letter must include provisions regarding all of the following:
  - Description and scope of Visiting Scholar's work or purpose at TCU
  - Rules and terms of visit, including privileges
  - Duration of visit
  - Identify the Host and Host Unit

- Confirm that no salary or other financial compensation, including insurance or other health and welfare benefits, will be provided by TCU
- The source of the Visiting Scholar's funding/resources
- Information regarding Visiting Scholar's healthcare
- Incorporate by reference the terms of Visiting Scholar policy
- Confidentiality/nondisclosure matters

**5. Duration of Appointment.** Visiting Scholar appointments are usually made for up to one year and may be renewed for an additional one year, although shorter appointments are possible. An extension beyond the renewal term must be approved by the Host Unit's Dean and will be granted only for extraordinary and compelling reasons.