

## Visiting Scholars Procedures

### Definition

A Visiting Scholar is an individual who comes to GW for a specific, limited scholarly or research purpose or academic study or collaboration, such as working with university faculty on, or using university facilities for, a project, or observing/learning research techniques at GW, for reasons unrelated to the pursuit or conferral of a degree. Visiting Scholars must (a) have a terminal degree or equivalent or be a recognized expert in their field, (b) be visiting from and affiliated with an outside institution or organization, (c) have a source of financial support from outside GW, and (d) be hosted by a GW academic unit. Individual schools and departments may establish more restrictive eligibility criteria.

The Hosting Academic Unit for the Visiting Scholar may be a department and their respective school or a non-school academic unit that ultimately reports to the Provost. Visiting Scholars are invited by a specific academic unit at GW and must be approved in advance by the academic unit dean or unit head for academic units without a dean and the Office of the Provost. Visiting Scholars will be assigned a Visiting Scholar Host (sponsor), typically a faculty member or senior leader in the academic unit to which the Visiting Scholar is assigned (often an individual whom the Visiting Scholar may be collaborating with), to facilitate the Visiting Scholar pre-approval process and serve as a resource once the Visiting Scholar arrives on campus. Visiting Scholar Hosts and Visiting Scholars must complete the applicable Visiting Scholar procedures prior to a Visiting Scholar's arrival and during the pre-approval process.

The Visiting Scholar visit can be up to one year, with the possibility of a one-year extension (for a total of two years). Any Visiting Scholar visit beyond two years must be with compelling justification and approved by the dean or unit head for academic units without a dean and the Office of the Provost. A Visiting Scholar visit may be terminated by GW at any time and for any reason, subject to the approval of the dean or unit head for academic units without a dean and the Office of the Provost.

Visiting Scholars are unpaid and are not employees, GW students, or independent contractors of GW and have no authority to act on behalf of GW. Visiting Scholars are generally not entitled to receive compensation from GW, including reimbursement or benefits available to GW employees, such as but not limited to paid holidays, paid vacation, paid sick leave, long or short-term disability, or eligibility to participate in retirement plans. In limited circumstances, Visiting Scholars may receive a stipend with approval from the dean or unit head for academic units without a dean and the Office of the Provost.

Visiting Scholar designations are courtesy designations. Visiting Scholars may not apply for external grants and contracts as a representative of, or on behalf of GW, but may indicate their Visiting Scholar designation in their curriculum vitae in the honors (not appointments or employment) section.

**GW Visiting Scholar Policy:** <https://compliance.gwu.edu/visiting-scholars-policy>

## Before arrival

- The Hosting Academic Unit, to which the Visiting Scholar will be assigned, to complete and submit the *Visiting Scholar Request Form* and supplemental documents (*CV; Brief overview of research/scholarly project; include why GW was selected for this project; description of how they plan to finance their visiting term*) to the dean, or unit head for academic units without a dean, for review and approval.
- Dean, or unit head for academic units without a dean, to review, approve, and submit the Visiting Scholar Request Form and supplemental documents to [visitingscholar@gwu.edu](mailto:visitingscholar@gwu.edu) for review and approval by the Office of the Provost.
- Invitation letter issued to Visiting Scholar by the Office of the Provost, with addendum containing the Visiting Scholar Agreement that includes the agreement to comply with GW policies, procedures, and community expectations. The Hosting Academic Unit should obtain an executed copy of the Visiting Scholar Agreement prior to the Visiting Scholar's arrival on campus.
- The Office of the Provost will initiate a Background Screening request through Human Resource Management & Development /Talent Acquisition.
- The Hosting Academic Unit to evaluate the need for visa support and contact OIP, if needed. The visa must also be obtained and in effect throughout the time the individual is on campus.
- The Hosting Academic Unit is responsible for coordinating with the relevant GW Offices the Visiting Scholar's execution of technology control plans, intellectual property agreements, data management plans, or other requirements specific to the research to which the Visiting Scholar is contributing to or collaborating on while at GW, as applicable.
- Department to confirm duration and type of work to evaluate possible Export Control or other restrictions, in consultation with the Office of Research Integrity and Compliance.
- Visiting Scholars working on federal awards or otherwise receiving federal funds must disclose conflicts of interest in accordance with GW policy (before arrival and throughout time on campus, as applicable). Additionally, Visiting Scholars who qualify as "Senior/Key Personnel" on federal awards must also complete any required training and submit required documentation in the "Personnel Updates" section of Research Performance Progress Reports, including Conflict of Interest disclosures, Biosketches, and Other Support throughout their time on campus.

## Arrival

- The Hosting Academic Unit to ensure appropriate trainings, which may include compliance, information security, diversity and inclusion, export controls, Title IX, information on GW policies, and training specific to their work/funding/tasks at GW.
- The Hosting Academic Unit to onboard from an IT access perspective, in consultation with GW IT and the Office of the Export Control Officer, and clarify what the Visiting Scholar does and does not have access to regarding facilities and systems.

- The Hosting Academic Unit to onboard from physical space perspective – clarify access controls and limits regarding facilities, equipment, office space, etc. as appropriate to the individual.
- The Hosting Academic Unit must ensure that the Visiting Scholar has adequate medical insurance coverage during the term that the Visiting Scholar is on campus.
- The Office of the Provost to request Visiting Scholar affiliate status which will provide GWID, GW email, and access to GWorld card, similar to the previous process.
- If a Visiting Scholar requires an extension, please submit the Visiting Scholar Extension Request Form to [visitingscholar@gwu.edu](mailto:visitingscholar@gwu.edu).

### **Departure protocols:**

- Should the Visiting Scholar’s visit be terminated for any reason prior to the previously scheduled end of the visit, the Visiting Scholar Host is responsible for notifying, in writing, the Hosting Academic Unit and the Office of the Provost of the Visiting Scholar’s departure from GW as soon as it is known, but no later than the last day of the visit.
- Hosting Academic Unit is responsible for ensuring, in coordination with the appropriate departments, that all facility and system access, including, e.g., GW email, is terminated. The Hosting Academic Unit must also notify GWorld promptly to conclude physical access.
- Retrieve all GW-issued equipment, keys, access cards, and other GW property issued to the Visiting Scholar during their visit, and return to the appropriate department.
- Consider need for additional exit procedures for Export Controls or sponsored projects.
- Visiting Scholar records, including those relating to Visiting Scholar applications, visa records, agreements, and documentation upon termination of a Visiting Scholar visit (e.g., documentation regarding termination of GW facility and systems access) will be maintained in accordance with the University’s record retention schedule for academic appointments. The Hosting Academic Unit is also responsible for maintaining records related to Visiting Scholars within the unit in accordance with the Hosting Academic Unit’s Visiting Scholar procedures and in a manner designated and approved by the Office of the Provost.

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