



# SJSU

# LUCAS COLLEGE AND GRADUATE SCHOOL OF BUSINESS

powering Silicon Valley

## Visiting Scholars Policy

The Lucas College and Graduate School of Business (the College) welcomes the opportunity to host Scholars from other institutions to visit and collaborate with our faculty. The location of the College in the Silicon Valley and the vast contacts that our faculty enjoy with the business community here are very attractive to prospective Visiting Scholars who want to come to perform research and learn from the vibrant environment. Such collaborative activities should align with the mission of the College and benefit our College by enhancing the research diversity and productivity of our faculty as well as improve our reputation in the global academic community. In order to facilitate the invitation and ensure successful visits of the Scholars, the College Management Team had approved this Visiting Scholars Policy.

Visiting Scholars are individuals who hold positions in other academic, business, or government institutions who would like to collaborate with our faculty for our mutual benefit<sup>i</sup>. A Visiting Scholar must have a Faculty Sponsor who is willing to sponsor the visit and is responsible for collaborating with the Visiting Scholar.

The duration of Visit for the Scholars could be short-term or longer-term. The short-term visits can last from days to a few months and the visitor does not require the sponsoring of a US Visa (e.g., J1). The longer-term formal visit can last up to one year and requires the sponsoring of a Visiting Scholar US Visa (e.g., J1). In both cases, the visitor will be responsible for obtaining his/her own US Visa.

The Faculty Sponsor will submit new or renewal application to his/her Department Chair who in turn submits recommendation to the Dean. The Department Chair and Dean should evaluate the new or renewal applications based on the tenor of this Policy as described in the first paragraph.

If the Dean approved the application, an invitation letter is to be issued by the Department Chair of the Faculty Sponsor with concurrence from the Dean of the College. The invitation letter has to specify the length of stay as well as the responsibilities of both parties and anticipated outcomes. The invitation letter can also name an Organized Research Unit (ORU) as a co-sponsor.

For visits that require Visa sponsorship, the Faculty Sponsor will be responsible for processing the necessary immigration documents through the SJSU Office of International Student and Scholars Services (ISSS) with the proper forms (e.g., SJSU Dept Exchange Visitor Request Form and Certificate of English Language Proficiency) and ensure that the prospective Visiting Scholar has the appropriate qualifications<sup>ii</sup>.

The College requires Visiting Scholars fund their visits and will not have any financial responsibilities for their expenses nor will the College charge the Visiting Scholar a fee for the visit. In some cases, an ORU could provide some resources. The department of the

Faculty Sponsor is responsible (but not guaranteed) for providing the proper workspace and other resources to support the Visiting Scholar's stay. The Faculty Sponsor will be responsible to introduce the Visiting Scholar to the department, Dean's office, and the department faculty within one month of the Visiting Scholar's arrival on campus. It is expected that a Visiting Scholar would have interactions with the department or College faculty such as a presentation of their visit outcomes. The Faculty Sponsor will be required to submit a one-page report of the visit outcome to the Dean at the end of the visit. The Dean's Office will maintain a file of all the invitation letters and reports.

This Visiting Scholars Policy was approved by the College Management Team (CMT) on October 3<sup>rd</sup>, 2016 and revised on February 16<sup>th</sup>, 2017.

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<sup>i</sup> The SJSU International Visitor Department Request Form indicates that the SJSU authorization from the US Department of State in the Exchange Visitor Program reads in part as follows: "A program of SAN JOSÉ STATE UNIVERSITY to provide course of study, lecturing, and research opportunities, in the various fields of instructions and research conducted by the SAN JOSÉ STATE UNIVERSITY for qualified foreign students, professors, research scholars, short- termed scholars, and specialists to promote the general interest of international, educational, and cultural exchange."

<sup>ii</sup> The SJSU International Visitor Department Request Form indicates that the requester must "verify that the exchange visitor's academic credentials are appropriate to the proposed research/teaching program objectives." Furthermore it must be verified that "the exchange visitor has sufficient English proficiency (both oral and written) and provide documentation on how determination was done. (Interview, TOEFL scores, etc...)"