This Visiting Scholar form must be completed by the hosting faculty member and circulated to all of the indicated people. This form is required in order for a College Dean to issue a zero-pay contract.

Visiting Scholars Form

Visiting Scholars interact with the University in numerous ways that affect multiple departments across campus. This form is designed to capture critical information early in the process of bringing in a visiting scholar. If you are considering working toward possibly bringing a visiting scholar to campus, please complete the following form and forward completed copies to the appropriate departments as designated below. This form is not designed to cover full time or part time employees. This form is required by the College Dean to issue a zero-pay contract.

Visiting Scholar's Full Name (first name) (last name) _____

Title: (Dr.Mr. Ms.) _____ Gender: _____

Country of Legal Permanent residence _____

Country that holds citizenship _____

Current title & position or level of student status –Post-doc, University Faculty, Senior government official, etc.

Contact Information

Email address _____

Permanent Mailing Address

Telephone Number _____

Primary purpose of visit:

Estimated dates the scholar will be on campus _____ to _____

Primary TU contact and department: (Note: This is the individual that is completing this form. The primary contact is usually a TU faculty member. The primary TU contact for scholars wishing only to visit the TU Library, the primary contact should be Dean Adrian Alexander. Scholars whose primary purpose is to use the Research Center at Gilcrease Museum, the primary contact should be Vice President Duane King.)

PLEASE ATTACH A COPY OF THE SCHOLAR'S CURRENT CV TO THIS FORM.

I. *Zero-Pay Contract*: Visiting scholars will be required to sign a zero-pay contract issued by the dean of their respective college in order to receive a TU ID, email address, and have official status with the university. This is completed in advance of the scholar's arrival on campus.

If yes, a copy of this form should be sent to the appropriate staff member in the College; either Sue Gruen (sue-gruen@utulsa.edu), Sandy Whitaker (sandra-whitaker@utulsa.edu), Wendy Buss (wendy-buss@utulsa.edu), Carol Alix (carol-alix@utulsa.edu), depending on the College in which the scholar will work.

II. *Source of Funding*: Scholars receive funding from a variety of sources: federal grants, foreign governments, their home institutions, a TU department, personal funds, among others.

What are the sources of funding for the scholar? (Please list all):

What expenses will the scholar's funding cover? (ie housing, living expenses, travel, related research expenses:

Is any funding from an externally funded grant or contract?_____

If this funding is from an externally funded grant or contract, a copy of this form should be forwarded to Debbie Newton (deborah-newton@utulsa.edu), Director of Research and Sponsored Programs.

III. *Foreign Scholars*: Most foreign scholars will require that TU issue documents for them to apply for a visa, a process that may take up to three months or longer, depending upon the scholar's home country. In some rare cases, the program through which the scholar will be visiting TU (such as Fulbright) will be responsible for providing the documents for the scholar's visa.

Is this is a foreign scholar?_____

Will TU be responsible for issuing the scholar's immigration documents? (IMPORTANT: if in doubt, please consult with Carla Guthrie with International Student Services. Hosting faculty will be expected to submit additional materials associated with the Visiting Scholar's application) _____

If the visitor is a foreign scholar, the completed form should be sent to Carla Guthrie (carla-guthrie@utulsa.edu), SEVIS Compliance Coordinator, in ISS and to Debbie Newton (deborah-newton@utulsa.edu), Director of Research and Sponsored Programs.

IV. *Class enrollment*: Scholars may be permitted to enroll in a TU class for credit or for auditing with permission of the college and graduate school.

Will the scholar enroll in classes either for credit or for auditing purposes? _____

In which college does the scholar anticipate taking classes? _____

If the scholar will require a transcript, a copy of this form should be sent to the Graduate School or to the College of Law.

V. *Library access*: With permission, the scholar may request access to the TU Libraries.

Is the scholar coming to TU primarily for the purpose of using the TU Libraries or Special Collections? _____

If yes, the completed form should be sent to Adrian Alexander (adrian-alexander@utulsa.edu), Dean of the Library.

VI. *Gilcrease Museum*: Scholars requesting access to collections with the Gilcrease Museum will be expected to request permission for the research.

Is the scholar coming to TU primarily for the purpose of using the collections in the Gilcrease Museum? _____

If yes, the completed form should be sent to Duane King (duane-king@utulsa.edu), Vice President for Museum Programs, at the Gilcrease Museum.

VII. *Housing*: In most cases, the Visiting Scholar has responsibilities for his or her housing, although the department may provide assistance with locating appropriate accommodations. Given the demands for on-campus housing, Visiting Scholars should not assume that they will be able to secure an apartment or other accommodation on campus.

VIII. A copy of this form will be submitted by the Dean of the College with a copy of the zero-pay contract to the Office of the Provost. Questions about this document or the process may be directed to Cheryl Matherly (cheryl-matherly@utulsa.edu), Vice Provost for Global Education.