Policy Number: E9.0

Policy Name: Visiting Scholar Policy

Scope: All colleges

This policy is intended to ensure that individuals from outside the university, who are invited to spend time at RIT engaged with a particular academic unit or across several academic units, have had their credentials appropriately reviewed, by department faculty. The review will be conducted by the home department of full-time RIT voting faculty members in the department where the home sponsor visiting scholar’s sponsor resides will review the candidates.

1. Visiting Scholar Definition

A visiting scholar is an individual whose activities at RIT should enhance his or her knowledge and enrich the creative, research, teaching, or professional resources for RIT faculty, students, and staff. Visiting scholars may not be matriculated in degree programs at RIT. A visiting scholar should be in residence at least one academic term.

2. Visiting Scholar Review Committee

Each college may charge its Tenure Committee to serve as a Visiting Scholar Review Committee. If a college elects instead to create an independent Visiting Scholar Review Committee, it shall consist of at least (4) four members elected from the full-time faculty of the college and one member elected from the faculty of another college. College faculty members should be elected for three-year, rotating terms to ensure continuity of experience on the committee. The faculty member elected from another college will be assigned to a particular college’s Visiting Scholar Review Committee by vote of the Academic Senate.

3.2 Process

a. All Visiting Scholars shall be sponsored by a full-time RIT faculty member. The RIT faculty sponsor will provide the visiting scholar candidate’s application file, which includes the candidate’s letter of intent, resume, a list of required resources, any external funding sources, and a letter of support from the RIT faculty sponsor to the department head and the dean.

b. The faculty from the sponsor’s department will be notified by the department head that the candidate's file is available for their review. Within ten (10) business days of the notification, each department faculty member may submit a written recommendation (paper or electronic) to the department head. The recommendation must include at a minimum a positive or negative vote regarding the appointment. If within ten (10) business days of the notification the number of positive or negative written votes does not constitute a majority of the department faculty, the department head shall bring the question to a vote at a department faculty meeting. A
positive vote is defined as a simple majority with a majority of the eligible faculty voting in person or by written ballot. A majority of the voting faculty in the department must participate in the process and the decision will be determined by a simple majority of those who vote.

c. Within five (5) business days of receiving the department faculty’s written recommendations, the department head will forward the faculty vote, all written input from the faculty, and the department head’s recommendation to the dean who will convene the college’s Visiting Scholar Review Committee.

d. Within five (5) business days of receiving the department head’s recommendation, the dean will forward the faculty vote, all written input from the faculty, the department head’s recommendation, and the dean’s recommendation to the provost. The provost will render a decision within ten (10) business days.

The college Visiting Scholar Review Committee will make its own assessment and recommend to the college dean whether or not a candidate should be extended an invitation as a visiting scholar.

e. A positive recommendation to extend an offer, or an extension to an existing agreement, to a visiting scholar candidate will only be made to the provost by the dean of the college after all reviews are completed and the following conditions are met:

1. A full-time faculty member of the department is willing to serve as the scholar’s faculty sponsor.

2. The time frame, purpose, and conditions of the visit are clearly stated in writing.

3. The RIT human, physical, and financial resources necessary to support the visiting scholar’s activities are clearly identified prior to the visit and agreed to in writing by all participating parties.

4. A majority of the voting faculty in the department must participate in the process and the decision will be determined by a simple majority of those who vote.
   A majority of the full-time faculty in the sponsor’s department votes and a simple majority of those voting faculty supports the extension of the offer.

5. A simple majority of the College Visiting Scholar Review Committee supports the candidate.

6. The department head supports the candidate.

7. The dean supports the candidate.
A written offer letter to be a visiting scholar will be extended by the dean of the college upon final approval by the provost. The appointment is not official until written acceptance from the candidate is received by the dean. Visiting scholars will be subject to appropriate processes, including the RIT Conflict of Interest Policy, upon invitation to participate in the program and must comply with university policies upon acceptance.

Responsible Office: Academic Senate and Office of the Provost and Senior Vice President for Academic Affairs. Inquires may be directed to:

- Academic Senate – aSenate@rit.edu
- Office of the Provost – stp1031@rit.eduacademicaffairs@rit.edu

Effective Date: Approved May 11, 1994

Policy History:

- Edited September 2010
- Edited October 2010
- Revised May 17, 2012