

Policy Statement on Visiting Scholars/Researchers

UTSA College of Business

PART I – TO BE COMPLETED BY VISITOR IN COLLABORATION WITH THE FACULTY SPONSOR/HOST

2016

**The University of Texas at San Antonio
Guidelines for Visiting Scholars/Researchers
College of Business**

POLICY STATEMENT

The College of Business recognizes the importance associated with visiting scholars and wishes to maximize the social and research value that can be obtained from these interactions. The purpose of the visit is to collaborate on research projects – funded or unfunded. The expectation of the College of Business is that there will be tangible outputs as a result of the visit and that discussions surrounding those potential outputs will take place prior to the visit.

Examples of expected outcome:

- Publications in highly recognized and leading peer-reviewed business/economics/statistics journals
- Academic research books and monographs
- Co-writing competitive grant proposals with COB faculty member(s)

These outputs must be described by the Department Chair/Host Department in Part II in the section called Description of Proposed Research or Scholarship. The Faculty Sponsor/Host must provide the expected outcomes for the Department Chair.

Faculty Sponsor/Host should see that all guidelines are followed to ensure the success of the visit. See UTSA HOP, <http://www.utsa.edu/hop/chapter1/1-34.html>, for further protocols that have been established at the University level at UTSA.

VISITING SCHOLAR/RESEARCHER APPROVAL AND SCREENING FORM

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VISITOR INFORMATION

Full Name of Visitor:	DOB:
Country of Citizenship:	Country of Residence:

ACADEMIC DEGREES

Degree	Date Awarded	Institution Granting Degree, City and Country

HOME EMPLOYER(S)/INSTITUTION(S)

List your current institution or employer. If you are not currently employed, list your most recent prior employer and (if applicable) the employer obligated to hire you upon your return. (Please also submit a current CV which includes your educational and employment history.)

Employer's Name & Address:	Employment Dates:
Supervisor's Name & Title:	Supervisor's Email & Phone:
Employer's Name & Address:	Employment Dates:
Supervisor's Name & Title:	Supervisor's Email & Phone:

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HOME SPONSOR(S)

Fill in the columns with information relating to all institutions of higher education, governmental entities or private entities that are funding expenses relating to your visit or to your research/scholarship:

Name of Sponsor Address (City, State, Country)	Describe support (Amount, purpose)	Nature of sponsor (i.e. university, governmental, NGO, private, etc.)

DOCUMENTS TO ATTACH

Please attach the documents below with this completed form:

___ Curriculum Vitae (required)	___ Letter(s) of support (if applicable)
___ Copy of passport (required for non-US visitors)	___ Transcripts (optional)
	___ Other:

SIGNATURE

I certify that the above information is correct and I authorize the verification of all information provided on this form.

Signature of Proposed Visitor/Scholar:	Date:
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