|  |  |
| --- | --- |
| Policies of the University of North Texas  | Chapter 6 Faculty Affairs |
| 06.XXX Visiting Scholars and Artists |

# **Policy Statement.** The University of North Texas welcomes domestic and international scholars and artists to participate in the mission of the university. The appropriate university authorities must approve Visiting Scholars and Artists.

# **Application of Policy.** Visiting scholars and artists

# **Definitions.**

### Faculty Host. “Faculty host” means a full-time UNT faculty member who formally invites a visiting scholar.

### Sponsoring Institution. “Sponsoring institution” means the scholar or artist’s regular employer.

### Unit Host. “Unit host” means the unit administrator of the academic unit that hosts the visiting faculty member. The unit host facilitates access to university resources and facilities, such as office, lab, and studio space, as appropriate.

### Visiting Scholar or Artist. “Visiting scholar or artist” means an individual who is employed by or affiliated with another institution, recently retired from a faculty position elsewhere, or who holds faculty-equivalent credentials. Visiting scholars or artists are affiliated temporarily with UNT for the purposes of research, clinical activity, creative activity, and collaboration. Visiting scholars or artists are not employees of UNT.

# **Procedures and Responsibilities.**

Upon the recommendation of the unit host, the dean may confer Visiting Scholar or Artist status.

1. Eligibility. To be eligible for designation as a visiting scholar or artist, individuals must:
	1. be employed by or affiliated with another institution, recently retired from a faculty position elsewhere, or have faculty-equivalent credentials;
	2. have a demonstrated capacity to contribute to the research mission of the university;
	3. receive a letter of invitation from faculty and unit hosts;
	4. not have been a full time UNT employee within that last year before visiting scholar or artist conferral.
	5. In the case of in-residence visiting scholars or artists, individuals must pass a criminal background check conducted by UNT or, for international visitors, conducted in the context of the immigration process.
2. Guidelines for Conferral. Faculty and unit hosts wishing to invite a visiting scholar or artist to serve in-residence at the university must issue a joint letter of invitation and complete VPAA 40a and Visiting Scholar Agreement forms.

The length of stay for a visiting scholar or artist is at least seven consecutive days and may be conferred for one year at a time, with a maximum cumulative appointment time of five years within a 10-year period. Visiting scholars and artists are not typically compensated and will need to provide for their own accommodations and living expenses. The Provost and Vice President for Academic Affairs may, with timely notification given to the faculty and unit hosts, terminate conferrals at any time.

1. Resources. The faculty and unit hosts will facilitate access to university facilities and resources in compliance with university and system policies and Regents Rules. Visiting scholars and artists are eligible to use office space, access to resources (e.g., libraries and laboratories), and have a UNT email address and identification card.
2. International Visitors. If the proposed visiting scholar or researcher intends to arrive on a J-1 visa sponsored by the university, additional criteria must be met. Potential visitors should contact International Student and Scholar Services.
3. Export Compliance and Research Protection. Regardless of the duration or purpose of the visit, in order to comply with federal export control laws, and to comply with UNT’s Export Control Policy 13.010, all proposed Visiting Scholars and Artists are subject to an export control review prior to the start of their affiliation.

A. The required export control review will occur in one of the following two ways:

International Visiting Scholar or Artist on a J-1 Visa Sponsored by the University: For proposed international Visiting Scholars and Artists who will require and receive visa sponsorship from the University, the required export control review will be completed as part of the established internal University review process for such visa sponsorship.

Visiting Scholar or Artist Not Requiring Visa Sponsorship from the University: All proposed Visiting Scholars or Artists not processed under the embedded export review referenced in section V.A.1 must contact the Research Integrity and Compliance Office at least thirty (30) days prior to arrival at University facilities.

B. If, in the determination of the Export Compliance Officer (the “ECO”), any proposed international Visiting Scholar covered under this policy creates a significant export compliance risk, the ECO may, at the Vice President for Research and Innovation (VPRI) and ECO’s discretion, require internal approvals and assurances from the Hosts prior to approving such visits. The VPRI and ECO may withhold approval for any proposed international Visiting Scholar covered under this policy if, in the opinion of the ECO, the visit could result in any violations or significant risk of any violations of U.S. export control laws or regulations. The VPRI and ECO may also withhold approval if the proposed visit requires an export license or approval that the ECO determines is unlikely to be timely issued due to the nature of the applicable controls and/or limited time available to seek such license or approval.

1. Conflict of Interest. Regardless of the duration of the visit, the Host for any proposed Visiting Scholar must ensure that the proposed Visiting Scholar complies with the requirements of UNT’s Conflict of Interest (COI) policy 13.005. This includes submitting COI Disclosure to the Research Integrity and Compliance Office in the event that the Visiting Scholar will be responsible for research in any University research activities. The Research Integrity and Compliance Office will review and make a determination of the Significant Financial Interest Disclosures submitted by proposed Visiting Scholars.
2. Intellectual Property. All visiting scholars and their sponsor institutions will execute the UNT Visiting Scholar Confidentiality and IP Agreement prior to engaging as visiting scholars at UNT. Visiting scholars and artists must file the Visiting Scholar Confidentiality and IP Agreement with the Division of Research and Innovation prior to sharing confidential information belonging to UNT with external parties. Only UNT/UNT System staff with designated signature authority may execute confidentiality agreements on behalf of UNT and UNT Faculty in their roles as employees of UNT. Faculty are encouraged to disclose any preliminary inventions or intellectual property developed prior to a visiting scholar coming to UNT to ensure that Intellectual Property issues including joint ownership and possible export control issues can be managed for the protection of UNT and UNT faculty

Responsible Party: Provost and Vice President for Academic Affairs, Vice President for Research and Innovation, International Student and Scholar Services, Export Compliance Officer, Research Integrity and Compliance office, Dean, Faculty Host, Unit Host, Sponsoring Institution

# **References and Cross-references**.

UNT Policy 13.010 Export Controls

# **Forms and Tools.**

VPAA 40a

Visiting Scholar Authorization

UNT Visiting Scholar Confidentiality and IP Agreement

Approved:

Effective: