

## **VISITING SCHOLAR GUIDELINES**

Visiting scholars will come to Tennessee State University from various countries with different backgrounds and experience in different disciplines. All of these visitors will come to us with financial support and insurance covering the period of time that they request. We will review the requests with a relevant faculty member and the office of International Agricultural Programs (IAP) to make sure that papers and others necessary arrangements are in order. A visitor's form will be completed and sent to the Office of Diversity and International Programs for processing.

Once the visitor is accepted, the faculty member along with the IAP office will make every effort to work with the visitor to find suitable housing for their stay. Visitors will be treated the same as staff members for the duration of their stay.

### **BENEFITS:**

- Exposure for the Department and the university.
- Papers published in the discipline shared by the visitor and Professor.
- Visitors serve as ambassadors for TSU upon their return.
- Free labor- same as postdocs –for their stay.
- Opens potential for collaboration with other universities for faculty and students.
- Increased university resources- connections to other universities around the world.
- New ideas and programs for faculty to work with.
- Memorandums of Understandings signed.

### **TSU Provides:**

- Office space- may be shared with faculty.
- Lab space- shared with faculty. Lab equipment and supplies will be a part of the faculty's research. Fees will be charged if the research of the visitor is different from the faculty and is permitted by the funding agency.
- Identification badges.
- Help with visitor's visa and other necessary forms.
- Help with housing, and more.

### **Expectations:**

- Faculty and visitors are to work on proposals and approvals prior to visitor's arrival.
- A clear time-line of work to be done should be determined.
- Faculty should work with visitors to make sure that all necessary objectives are met.
- At least one paper should be submitted to a professional journal relevant to the program.
- At least one seminar presentation should be conducted by the visitor.

**Cost:**

- There will be a bench fee applied to each visitor to cover the local costs of hosting the scientist.
- The bench fee will range between \$2,000 and \$3000. per visit.

**Note:** In cases where the visiting scientist is paying for their own trip, the bench fee may be waived.