

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



12.99.99.P0.02

Visiting Faculty/Scholars

Approved: March 7, 2022

Next scheduled review: March 1, 2027

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to outline the approval process to host visitors who are expected to have access to Prairie View A&M University (PVAMU) facilities and resources. PVAMU often hosts visitors from other universities/institutions to engage in teaching activities, collaborate on research/scholarly activities, or work on specific research conducted within university facilities. These individuals are not involved in an employer/employee relationship with PVAMU.

Definitions

Export – Defined in TAMUS Policy 15.02 *Export Controls Program Management*.

Foreign Person – Defined in TAMUS Policy 15.02 *Export Controls Program Management*.

U.S. Visiting Faculty/Scholar – A U.S. Visiting Faculty/Scholar is a U.S. Citizen or U.S. Legal Permanent Resident whose teaching, research/creative activities, or professional achievements/experiences make a visiting appointment appropriate at PVAMU.

Exchange Visiting Faculty/Scholar – An individual who: i. is a Foreign Person, ii. has been selected by the sponsor, iii. is employed/affiliated with foreign institutions/entities, and iv. is seeking to enter or have entered the U.S. temporarily under the J-1 visa as a result of an invitation by a PVAMU faculty member and/or principal investigator for a specific amount of time as a faculty member or a research scholar.

International Visitor – An individual who: i. is a Foreign Person, ii. is not coming to PVAMU as an Exchange Visiting Faculty/Scholar (see above), iii. is employed/affiliated with foreign institutions/entities, and iv. has been approved by PVAMU to visit the campus for a short period of time to observe the conduct of teaching and/or research. International visitors will cover their own expenses throughout the visit and cannot seek to gain practical experience through on-the-job training.

Intergovernmental Personnel Act (IPA) Assignment – The temporary assignment of personnel between the U.S. Federal Government and state and local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations.

Official Procedures and Responsibilities

1. GENERAL

- 1.1 U.S. Visiting Faculty/Scholars, Exchange Visiting Faculty/Scholars, and International Visitors (collectively "Visitors") are not considered employees of Prairie View A&M University or The Texas A&M University System. Therefore, as non-employees, Visitors on campus who have access to PVAMU facilities and resources must have prior approval from the appropriate department/division head, the dean, and the Office of Academic Affairs (OAA).
- 1.2 Government employees temporarily assigned to work at PVAMU via an IPA assignment will be provided access to university facilities and resources through the process outlined in this UAP.
- 1.3 Postdoctoral Fellows receiving a fellowship directly from the awarding agency will be provided access to university facilities and resources through the process outlined in this UAP.
- 1.4 Although Visitors are not employees of PVAMU, they may be issued official visitor ID cards and/or library cards with prior approval from the department/division head, the dean, and the Director of Auxiliary Services.
- 1.5 If a Visitor's affiliation with another institution/entity involves projects of a proprietary nature that may lead to potential conflicts of interest, the Visitor must sign a non-disclosure agreement regarding information acquired during the visitation to PVAMU. Furthermore, all Visitors must sign an agreement that addresses patents and copyrights. If a Visitor has a prior obligation regarding the disclosure and assignment of intellectual property, alternative agreements will be made available.
- 1.6 The OAA approves the status of Visitors for up to one year; extensions may be granted on a case-by-case basis. The one-year approval will not prevent Exchange Visiting Faculty/Scholars from obtaining a visa for longer than one year; however, the OAA approval is required for an extension beyond the one-year period. If the OAA decides not to approve an extension, the Exchange Visiting Faculty/Scholar will need to adjust their visa status accordingly.
- 1.7 The "Visitor" status is a privilege and not a right. PVAMU reserves the authority to revoke the invitation of the visit, rescind the approval, or deny its extension at all times.
- 1.8 Visitors are subject to all applicable PVAMU policies and rules, which may be accessed through the university's website (<http://www.pvamu.edu>).

2. PAYMENT AND REIMBURSEMENT

- 2.1 Visitors who come to campus to collaborate or participate in teaching, research, and/or clinical activities on a non-remunerated basis will not be paid a salary as they are not employees of PVAMU. However, they may receive payments or reimbursements for expenses associated with their work on campus. Any payments made to Visitors may be subject to taxation and are the responsibility of the Visitors to pay.
- 2.2 Payment and reimbursement of expenses to Exchange Visiting Faculty/Scholars that take the form of monthly stipends or allowances will be paid through the payroll system unless the individual is considered an independent contractor.

3. HOSTING VISITORS

- 3.1 The host faculty member or researcher at PVAMU (henceforth, the "Host") must be willing to accept responsibility for the Visitor, and the Host may not be on sabbatical or extended leave during the visitation period. The Host must secure all approvals from the University for the Visitor to be allowed access to the university facilities and resources. [The PVAMU Visiting Faculty/Scholar Request Form](#) (PV-VFS) and the Visiting Faculty/Scholar Agreement must be completed for each Visitor and submitted by the Host for approval by the appropriate department/division head, the dean, and the OAA.
- 3.2 For hosting Exchange Visiting Faculty/Scholars or International Visitors, the Host must complete the basic export control and embargo online training course prior to the Visitor's arrival. The training will be assigned to the Host by the OAA.
- 3.3 The OAA will review the completed PV-VFS Form and, upon approval, will forward a copy to the Host and the Host's department/division. For Exchange Visiting Faculty/Scholars and International Visitors, a copy of the approved form will also be forwarded to the Office of International Programs (OIP). The Office of Research Compliance in the Division of Research & Innovation will conduct a Restricted Party Screening on the Visitor and their affiliated institution/entity.
- 3.4 In case the nature, purpose, location, or duration of the visitation changes, the Host shall secure approval for the revised program at least ten (10) business days prior to the expiration of the initial approval deadline. A new PV-VFS Form outlining the revised program, along with a copy of the previous PV-VFS Form, must be submitted for approval to the department/division head, the dean, and the OAA. For Exchange Visiting Faculty/Scholars or International Visitors, the OIP must be notified as well.

4. CHECK-IN REQUIREMENT

- 4.1 Upon arrival to PVAMU, all Exchange Visiting Faculty/Scholars and International Visitors must check-in with the OIP.

5. VISITING FACULTY/SCHOLAR APPOINTMENTS

- 5.1 Academic Unit Heads or Deans desiring to offer a Visiting Faculty/Scholar appointment (not to include adjunct instructors) must make a recommendation to the Provost for review to include the following:
 - 5.1.1 A current CV of the candidate
 - 5.1.2 A statement that includes:
 - 5.1.2.1 A proposed working title and description of the individual's work to be performed with the college or unit as a scholar in residence or as a visiting faculty member
 - 5.1.2.2 An explanation of the unique qualifications that make the candidate ideal for such an appointment with the college or unit
 - 5.1.2.3 A description of the benefits to PVAMU that are expected from the proposed appointment and any outcomes to be achieved as a result of the appointment
 - 5.1.2.4 The perquisites and resources to be offered to the individual such as email access, library privileges, computer or other equipment, office space, administrative assistant support consistent with that provided to other PVAMU faculty, etc.; if the individual will teach as an instructor of record, other than team teaching, the statement should also include the systems to which the candidate would need access, such as Panthertracks, Argos, eCourses, etc.
- 5.2 For a teaching appointment, the candidate must be credentialed as follows:
 - 5.2.1 The candidate must submit official graduate transcripts and other support materials requested (i.e., certificates, awards, training, etc., if needed) prior to the appointment
 - 5.2.2 If the graduate transcripts are from a foreign university, transcripts must be officially submitted with an evaluation from a NACES member organization such as Educational Credential Evaluators, Inc., Span Tran Educational Services, or World Education Services
- 5.3 International candidates: The J-1 exchange visitor classification is the status most commonly used by international visiting scholars/researchers. If a visiting position is to be extended to a foreign national who needs a J-1 visa, the sponsoring department must confer with the Office of Human Resources at the outset of the immigration hiring process. It generally takes 3-6 months to process and obtain the requested J-1 visa.
- 5.4 Following approval by the Provost, the candidate may be appointed as a Visiting Faculty/Scholar with the appropriate working title. The individual may use the working title once an official offer or contract is fully routed and approved.

Related Statutes, Policies, or Requirements

[System Policy 15.02 Export Controls Program Management](#)

[System Policy 17.01 Intellectual Property Management and Commercialization](#)

[System Regulation 33.99.09 Employment of Foreign Nationals](#)

[PVAMU Rule 15.02.99.P1 Export Controls Program Management](#)

Forms

[PVAMU Visiting Faculty/Scholar Request Form \(PV-VFS\)](#)

Contact Office

Office of Academic Affairs

936-261-2175
