



# Checklist Cover Sheet for Host Departments of Visiting Scholars/Scientists

**PURPOSE:** *This Checklist has been developed to assist Dean's offices, business managers and hosts comply with UVM's Visiting Scholar and Visiting Scientist Policy.*

## **INSTRUCTIONS:**

The host department retains this checklist throughout the entire VSS process. The Dean's Office is ultimately responsible for confirming that all the required steps have been taken prior to submitting it for approval. This Checklist stays with the host unit to track progress. Be sure to check off each step as they occur and only send this Checklist to Faculty Services and ePAR for the final step. Failure to do so could lead to delays in the approval process. If it is helpful, you are encouraged to keep a dated copy of the Checklist for your records. For details about each step, refer to [Processing a Visiting Scholar Appointment](#).

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## **STEP 1: PRELIMINARY STEPS**

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Start a Background Check with HR and, once complete, indicate completion on the VSS Application

If applicable, start Visa application process with Office of International Education

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## **STEP 2: PREPARE THE PACKET**

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Check that the following have been completed by you and the VSS, and that the Dean has signed where needed:

VSS Application

VSS Disclosure Form

VSS Agreement with VSS signature and associated corporation's signature, if applicable

Appointment Letter

Copy of CV

Initiate the ePAR submission (not final, see step 5)

Employee Information Form



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### STEP 3: RESEARCH REVIEW

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Is the VSS conducting research or otherwise utilizing research facilities?

No, the VSS is not conducting research/utilizing research facilities. Skip the rest of step 3 and move to step 4.

Yes, the VSS IS conducting research/utilizing research facilities. Fill out the rest of this section.

Secure file transfer the Packet to the Office of Research Compliance.

Office of Vice President of Research has signed VSS Agreement and VSS Application, and the host department received the Packet back.

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### STEP 4: FILE TRANSFER CHECKLIST AND PACKET

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The Dean's Office file transfers this Checklist and Packet to Faculty Services via [HRInfo@uvm.edu](mailto:HRInfo@uvm.edu) to obtain the Provost's approval.

Sent to Faculty Services

Returned with Provost's signature on VSS Agreement and Application

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### STEP 5: VSS APPOINTMENT SETUP

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Attach entire Packet and this Checklist to the ePAR and submit.

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### STEP 6: ADDITIONAL STEPS (IF APPLICABLE)

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If VSS is not a US citizen, upload the Appointment Letter to iStart for a Visa application.

If VSS receiving stipend/reimbursement, send copy of Appointment Letter and Employee Information Form to the Controller's Office.