[UVM DEPARTMENT LETTERHEAD]

**[Date]**

Dear

I am pleased to offer you the opportunity to join The University of Vermont Department of       as a Visiting Scholar/Visiting Scientist for      **[Time Period (example: Fall Semester of 2023-24 Academic Year)].** Dr**./**Professor      of UVM will serve as your faculty contact during your stay with us.

Our expectation is that you will teach      **[summary of courses that will be taught and any other relevant details if applicable]**

While you are visiting, you will have opportunities to discuss your research and conduct joint research with our faculty, deliver research seminars, audit courses, and take part in events and symposia supported by our university. Additionally, you will receive access to the university library system and public computing facilities; free campus and city bus transportation; access gym, libraries, and other campus facilities; and a DS-2019 which you may use to apply for a J-1 visa. We will provide you with on-campus office space, and we will include information about you on our website, which will acknowledge you as a Visiting Faculty Member.

Your institution will remain responsible for paying your salary and any benefits, and you will not be an employee of UVM. This offer is contingent upon the satisfactory completion of UVM’s conditions of approval which include a background and reference check, proof of compliance with UVM’s [COVID-19 vaccine requirements](https://www.uvm.edu/sites/default/files/UVM-Policies/policies/covidvaccine.pdf?t=rqg546), and final approval by the Provost of UVM. **[What other requirements?]**

Please let me know if you have any questions or have any other needs with which we can help in advance of your residency.

Sincerely,

Faculty Contact:

Department Chair:

Dean of the College of