



# Processing a Visiting Scholar/Visiting Scientist Appointment

1. The faculty host must first obtain written endorsement from the Chair, Director or, for units where there is not a Chair or Director, the Dean of the host department by completing the Visiting Scholar/Visiting Scientist Application (VSS Application), Visiting Scholar/Visiting Scientist Disclosure Form (VSS Disclosure Form), and Visiting Scholar/Visiting Scientist Agreement (VSS Agreement). Access and appointment will not be permitted without this endorsement from the Chair, Director or Dean.
2. As required under UVM's [Background and Reference Check Policy](#), the faculty host must request a background check for the VSS. Contact [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu) for additional information.
3. If the VSS does not have legal status in the United States, the faculty host and the host department must contact the Office of International Education (OIE) to begin the [Visa process](#). (Note: While departments can initiate the request process concurrently with the VSS process, they will not be able to finalize the immigration document request to the OIE until after the Provost's Office has approved the appointment.)
4. Prepare the **VSS Packet** ("the Packet") for approval by the Dean's Office that includes the below listed documents. The host department uses the Checklist Cover Sheet and to ensure all steps are met. The checklist stays with the host department until the final step.
  - a. VSS Application with Chair/Dean Endorsement
  - b. VSS Disclosure Form
  - c. VSS Agreement
    - If there are questions or requested edits to the agreement, contact the Office of General Counsel ([general.counsel@uvm.edu](mailto:general.counsel@uvm.edu)). If there are no questions or edits, proceed.
  - d. Appointment Letter, (which will need to be signed by the Provost)
  - e. Copy of the VSS's CV
  - f. [ePAR](#)
  - g. [Employee Information Form](#)
5. If the VSS is NOT here for research purposes, this step is skipped. If the VSS is performing research or utilizing research facilities, the Packet with Dean approval is [file transferred](#) to:
  - a. First, to the [Office of Research Compliance](#) to ensure that all compliance protocols, including any required restricted party screening and reviews for export controls, are addressed.
  - b. If applicable, the Office of Research Compliance will forward to [UVM Innovations](#) to ensure that the collaboration meets the Intellectual Property requirements of the University. Please note: restricted party screening is performed during the background check process.
  - c. The Office of Research Compliance file transfers the packet back to the host department.



6. The host department will verify that the Packet is complete and that all forms are filled out. The host department will [file transfer](#) the Packet, along with the Checklist and any addenda related to research compliance or intellectual property rights to [Faculty Services via HRSInfo@uvm.edu](mailto:HRSInfo@uvm.edu) for a final review and approval of the application.
7. Faculty Services will obtain the Provost's approval via signature on the VSS application and Appointment Letter.
8. Faculty Services will file transfer the Packet back to the host department's business manager to submit the [ePAR](#) to set up the VSS appointment.
9. For a VSS needing a visa, the host department will upload the approved and signed Appointment Letter to iStart. It is at this point that OIE is authorized to issue the visa documentation as long as the submission is otherwise complete. Host departments should follow all requirements outlined thereafter by OIE for complying with visa regulations
10. If the VSS will be receiving a stipend or expense reimbursement, the host department will send a copy of the signed Appointment Letter and completed Employee Information Form to the [Controller's Office](#).
11. ***If the VSS is being provided UVM health insurance***, the host department will need to instruct the VSS to visit HRS upon arrival for completion of the medical enrollment forms as needed but not later than 20 days after the start date. The host department is responsible for payment of any health insurance premiums.
12. VSS and host faculty are responsible for renewing VSS approvals if they last longer than 12 months. Host faculty works with host department business managers to keep VSS status current.
13. If information contained on the submission forms changes or if new disclosures are necessary during the period of approval, it is the responsibility of the VSS and the faculty host to update the forms and to provide new forms to the Chair and to the Dean's office.

***Updated March 2022***