



OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

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## POLICY

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**Title: Visiting Scholar and Visiting Scientist**

### Policy Statement

The University of Vermont recognizes the benefits of volunteer faculty appointments for Visiting Scholars and Visiting Scientists for the purpose of scientific and scholarly collaboration. As such, the University encourages collaborations and promotes the free exchange of ideas, scientific progress, and an enriched intellectual environment of discovery for both faculty and students. The University also recognizes that University research resources and facilities as well as University researchers and sponsors need to be protected.

### Reason for the Policy

This Policy (i) outlines the invitation process; (ii) implements compliance requirements related to Visiting Scholars/Visiting Scientists (VSS); (iii) provides information on the need for intellectual property (IP) agreements and the process for getting such agreements in place; and (iv) provides guidance on other issues related to

Faculty Host: is defined as the UVM faculty member who initiates the application and is ultimately responsible for the collaboration while the VSS





## Enforcement

Enforcement of violations to this Policy may include any of the following:

- Withholding of funding for personnel who violate this policy.
- Removal of access rights to UVM facilities and resources.
- Implementation of a corrective action plan.
- Required training.
- Mandated amendments to the agreement.
- Transfer of responsibility for the project or required oversight transfer to another member of UVM's workforce.
- Disciplinary actions, up through and including termination from employment as outlined in any collective bargaining agreements and/or UVM's personnel policies.

Certain violations may also require that the University disclose the violation to funding or other federal agencies.

Personnel have the right to appeal enforcement actions according to UVM's grievance procedures for non-represented staff or according to any collective bargaining agreement for represented employees.

## Contacts

Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):	
Title(s)/Department(s):	Contact Information:
Sponsored Project Administration	<a href="mailto:spa@uvm.edu">spa@uvm.edu</a>
Innovations (Intellectual Property)	<a href="mailto:innovate@uvm.edu">innovate@uvm.edu</a>
Vice President for Research	<a href="mailto:ovpr@uvm.edu">ovpr@uvm.edu</a>
Controller	<a href="mailto:controller@uvm.edu">controller@uvm.edu</a>
Payroll Services	<a href="mailto:payroll@uvm.edu">payroll@uvm.edu</a>
Faculty Affairs	<a href="http://www.uvm.edu/provost/contact/faculty-affairs">www.uvm.edu/provost/contact/faculty-affairs</a>
CatCard	<a href="mailto:catcard@uvm.edu">catcard@uvm.edu</a>
Office of International Education	<a href="mailto:internationalscholars@uvm.edu">internationalscholars@uvm.edu</a>

## Forms/Flowcharts/Diagrams

- Conflict Management Plan Form (Link forthcoming)
- [Visiting Scholar/Visiting Scientist Agreement](#)
- [Visiting Scholar/Visiting Scientist Application Form](#)
- [Visiting Scholar/Visiting Scientist Checklist for Host Departments](#)
- [Visiting Scholar/Visiting Scientist Disclosure Form](#)
- [Visiting Scholar/Scientist Invitation Letter \(MS Word\)](#)

## Related Documents/Polisie

- [Background and Reference Checks](#)
- [Facilities and Grounds Use Policy](#)
- [IntellectualProperty Policy](#)
- [Processing a Visiting Scholar/Scientist Appointment](#)

## Regulatory References/Citations

- None

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About this Policy

Responsible Official:	Senior Vice President and Provost	Approval Authority:	President
Policy Number:	V. 2.33.1	Effective Date:	March 3, 2022
Revision History:	New		

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University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and current version, please visit UVM's [Institutional Policies Website](#)