

NEW YORK UNIVERSITY

VISITING SCHOLAR\*, VISITING RESEARCH PROFESSOR, AND VISITING  
EXCHANGE PROFESSOR PROGRAM

EFFECTIVE SEPTEMBER 1, 1995  
(retroactive)

The program for Visiting Scholars, Visiting Research Professors, and Visiting Exchange Professors extends specified courtesy titles and privileges to scholars of distinction who visit New York University in order to engage in research and scholarship, and in general scholarly and cultural interaction with New York University's faculty and students. The courtesy titles may not be granted for the purpose of providing free courses or other privileges to graduate or post-graduate students, or for the sole purpose of providing library privileges.

Visiting Scholars, Visiting Research Professors, and Visiting Exchange Professors are considered guests of the University, who may visit for a temporary period of up to one year (renewable). As non-employees, they have no teaching or other responsibilities and are not entitled to salary, housing, or benefits other than those privileges cited below. Visiting Scholars, Visiting Research Professors, and Visiting Exchange Professors covered by this program may not in any way perform in the role of an employee at New York University.

The University can revoke the title or any privileges at any time, in its sole discretion.

**Titles and Definitions**

The title Visiting Scholar may be granted to scholars who hold academic appointments elsewhere, to scholars who have no academic affiliation (e.g., who are independent private scholars, government officials, business people and scientists employed by corporations), or to younger scholars who are sufficiently proficient in their disciplines to be accepted as colleagues by the University's faculty, but who have yet to obtain academic appointments.

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\* includes those visiting scholars chosen by the Vice Chancellor's Committee for International Visitors

The title Visiting Research Professor may be granted to eminent scholars who hold full-time appointments at other academic or research institutions, normally at the rank of Professor, or who held this rank before they retired from such institutions.

The title Visiting Exchange Professor may be granted to scholars who hold full-time appointments at other academic or research institutions, normally at the rank of Professor, who come to New York University in accordance with an exchange agreement between New York University and another institution, authorized by the Office of the Vice Chancellor.

### Privileges

Visiting Scholars, Visiting Research Professors, and Visiting Exchange Professors may participate in colloquia, audit classes, consult members of the faculty, and use University Libraries. Deans may permit the use of office space and/or access to laboratory and research facilities in their schools. Memberships in the Coles Sports Center are also available, upon submission of a request from the Dean of the School and the presentation of an NYU Photo ID card.

The University does not provide assistance with housing. However, the University will offer assistance related to visa matters through the Office of International Students and Scholars. These services include issuance of certificates of eligibility for the J-1 Exchange Visitor Visa, orientation, and advisement about maintaining non-immigrant status (insurance, teaching, and extensions). Informal assistance may be provided by the schools or the departments.

### Responsibilities

Visiting Scholars, Visiting Research Professors, and Visiting Exchange Professors are not obligated to perform any duties at the University, but they may be invited by the department with which they are affiliated to participate actively in the academic life of the school or department, including participating in seminars or delivering an occasional lecture, consulting with faculty, and voluntary informal counseling and consultation with students.

### Administrative Process

A request to New York University for a Visiting Scholar, Visiting Research Professor, or Visiting Exchange Professor designation may be initiated either by the individual scholar or by a sponsoring organization. A request for a courtesy title should be directed to the appropriate department chairperson. If the request is accepted, the chairperson should identify a faculty member with whom the visitor would be associated and send a recommendation to the Dean. If the Dean accepts, the recommendation should be forwarded to the Office of Academic

Appointments for approval on the standard "Application for Visiting Scholars, Visiting Research Professors, and Visiting Exchange Professors", form 113 (copy attached), along with relevant documentation.

Final approval by the Office of Academic Appointments will be communicated to the Dean on the standard application form along with a form signed by the Assistant Chancellor (or his/her designee) authorizing a Library ID card.

The Dean will arrange to have a written invitation sent to the applicant and provide the applicant with a copy of this program description and the signed ID application form. Any additional communications with the individual applicant or with the sponsoring agency will be carried out as designated by the Dean's office.

In cases in which an award is granted by the Office of the Vice Chancellor for a modest living and/or travel allowance or a modest speaking honorarium, arrangement for payment is initiated by the department and follows the normal process for a request for check submitted to the Office of the Controller.