

**THE TEXAS A&M UNIVERSITY SYSTEM  
HEALTH SCIENCE CENTER INTERNAL POLICIES**

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**15.99.99.Z1.01 Visiting Professors/Scholars Not Involved in an  
Employer/Employee Relationship**

*Approved March 5, 2003*

*Approved June 26, 2008*

*Revised June 1, 2011*

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1. Visiting Professors/Scholars are defined as those visitors to academic units who require use of HSC facilities to conduct their research or scholarship activities. The title of "Visiting Professor" refers to those who will share their knowledge and talents with HSC faculty through extended lectures, demonstrations, or teaching of new research techniques. The title of "Visiting Scholar" refers to those who visit the HSC to advance their own knowledge. The titles are not intended for visitors on short-term visits to present seminars, lectures, or consultations.
2. Host faculty members must be willing to accept responsibility for the Visiting Professor/Scholar and must secure approval from the administration for Visiting Professors/Scholars to access facilities and utilize resources. Form VP/S must be completed for the Visiting Professor/Scholar and submitted by the host faculty member for approval by the appropriate department chair, component head, and Vice President for Academic Affairs (VPAA). The process must be completed before a Visiting Professor/Scholar may access facilities or resources. For international scholars, the approved form must be copied to the HSC Office of International Services.
3. All Visiting Professors/Scholars will be expected to abide by Health Science Center Rules available through the HSC website.
4. In the event that the purpose or duration of the visit changes, the host faculty member shall inform the department chair, component head, and VPAA, and secure approval for the revised program 14 days prior to the expiration of the initial approval deadline. A new Form VP/S must be submitted outlining the revised program and a copy of the previous Form VP/S must be attached.
5. If a Visiting Professor/Scholar's work involves projects of a proprietary nature that may lead to potential conflicts of interest, the Visiting Professor/Scholar must sign a non-disclosure agreement (HSC Internal Policy 17.02.01.Z1.01 Management of Technology Commercialization Through Patents and Licensure of Intellectual Property) regarding information acquired during the visit to the Health Science Center.
6. Host faculty members must ensure that the home institutions of Visiting Professors/Scholars are not located in countries listed as "prohibited" under the U.S. Export Regulations. In addition, host faculty members need to be aware of any export regulations regarding technology/information transfer.
7. Upon arrival, International Visiting Professors/Scholars must register with the HSC Office of International Services for verification of their immigration status.

**OFFICE OF RESPONSIBILITY:**

Vice President for Academic Affairs



The \_\_\_\_\_  
Component Department/Center

requests authorization to make an agreement with a Visiting Professor/Scholar as follows:

- 1) First, Middle, Last Name:  
\_\_\_\_\_
- 2) Citizenship:  U.S.  Other: \_\_\_\_\_ Visa Status:  
\_\_\_\_\_
- 3) Address of:
  - a. Institution:  
\_\_\_\_\_
  - b. Home:  
\_\_\_\_\_
- 4) Title Requested: \_\_\_\_\_
- 5) Visitation Duration: \_\_\_\_\_
- 6) Complete this section if the person has been employed by TAMUS at any time during the 12 month period preceding the effective date of this appointment:  
PIN: \_\_\_\_\_ Title: \_\_\_\_\_  
Component: \_\_\_\_\_ Dept/Center: \_\_\_\_\_
- 7) Briefly describe education and background (attach resume):  
\_\_\_\_\_
- 8) Briefly describe the nature and purpose of the visit:  
\_\_\_\_\_
- 9) Source and amount of funds required to support the visit (if any).  
Source: \_\_\_\_\_ Amount:  
\_\_\_\_\_
- 10) Please complete this section if the visiting scholar is an international person (not a U.S. citizen or lawful U.S. Resident).

The following questions are intended to address export controlled issues. Please check yes or no for all the work contemplated during the scholar's visit, both funded work and unfunded work, with the host or other faculty member or researcher. **Host should review The Texas A&M University System Health Science Center Rules and Internal Policies website at**

<http://www.tamhsc.edu/facultystaff/rules/index.html>, Policy 15.99.99.Z1.01, Visiting Scholars not involved in an Employer/Employee Relationship, regarding host responsibilities as outlined in paragraph one and six.

- a)  Yes  No **Can the research be categorized as Classified?** Classified research is usually government funded and can further be defined as national security information at the levels of Top Secret and Confidential, and as being governed by Department of Defense National Industrial Security Program Operating Manual (NISPOM) requirements. Publication of classified research results can be legally withheld or restricted.
- b)  Yes  No **Can the research be categorized as Controlled Unclassified Information?** Controlled Unclassified Information (CUI) is categorical designation that refers to unclassified information that does not meet the standards for National Security Classification under Executive Order 12958, as amended, but is (i) pertinent to the national interests of the United States or to the important interests of entities outside the Federal Government, and (ii) under law or policy requires protection from unauthorized disclosure, special handling safeguards, or prescribed limits on exchange or dissemination. Henceforth, the designation CUI replaces “Sensitive but Unclassified” (SBU).
- c)  Yes  No **Can the research be categorized as Proprietary?** Proprietary research, usually privately funded, is defined as research activities undertaken pursuant to a contract between the Health Science Center and an outside sponsor with commercial interests, and carried out under the auspices of the Health Science Center. Publication of proprietary research results can be withheld or restricted, contractually.
- d)  Yes  No **Does the project restrict participation to US citizens or permanent residents only?**
- e)  Yes  No **Can the research be categorized as Restricted?** Restricted research is research where publication may require advance review by, or permission of the funding entity. Restricted research may have constraints imposed by the funding entity, whether it be the state, a federal agency, or a private sponsor with or without commercial interests.
- f)  Yes  No **Can the research be categorized as “Fundamental”?** Fundamental research means basic and applied research in science and engineering, the results of distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary or national security reasons. Fundamental Research applies only to the dissemination of technical data and information, not to the transmission of material goods.
- g)  Yes  No **Will visitor have access to technical specifications of equipment where such specifications are not available through published materials such as commercially available manuals, documentation in libraries or the World Wide Web, information from teaching laboratories or information available to interested communities for either free or where the price does not exceed the cost of production?**

11. This section to be completed by International Services and the Vice President for Academic Affairs.

**Check for Export Control Review:**

- Yes  No Passed denied person/embargoes list  
 Yes  No Any restrictions, if yes, explain:

NOTE: A background check will be conducted by the

<b>Requested by:</b>			
Print Name of Host Faculty Member	Signature of Host Faculty Member	Date	
<b>APPROVED By:</b>			
Signature of Department Chair/Director	Date	Signature of Component Head	Date

\_\_\_\_\_ office.