

Texas A&M Health Science Center Guidelines

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

Approved March 5, 2003

Approved June 26, 2008

Revised June 1, 2011

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 Standard Administrative Procedure 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. 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
