

I. Visiting Scholar's Info

Scholar's Full Name

Institutional Affiliation *(Name and Full Address, including department/unit if applicable)*

E-mail Address

Phone Number *(include country code, if applicable)*

Home/Personal Address

II. Brooklyn College Faculty Sponsor Info

Sponsor's Full Name

Title *(must be a full-time faculty member)*

Department

School

III. Visiting Term Info

Start Date

End Date

Notes/Clarification *(if necessary)*

IV. Required Supporting Materials

The following items must accompany this form as part of the application materials:

- Current Curriculum Vitae
- Statement of intent, explaining the academic project of scholarly research and writing that the Scholar plans for the appointment
- Letter of recommendation from the Brooklyn College faculty sponsor

V. Attestation

I understand and agree to the following: The Visiting Scholar designation is an honorary one, with no compensation or other payment provided. The Visiting Scholar designation is non-board-appointed, non-bargaining-unit, and fixed-term. While in residence at Brooklyn College, the Scholar is required to work on an academic research project in keeping with their scholarly role at their home academic institution.

A Visiting Scholar (“Scholar”) must have a Brooklyn College full-time faculty sponsor (“Sponsor”), who will be responsible for the Scholar’s activities while the designation is in effect. Office space is contingent upon availability and provided by the Sponsor’s department, if available and agreed to by the Chair. I understand that Brooklyn College cannot provide a separate office to pursue this project.

Use of any additional College resources is subject to the Dean’s approval. Scholars may be selected for up to one academic year. Scholars may not teach, serve on committees, advise students or student groups, or represent themselves as members of the faculty at Brooklyn College, and they will not receive a College email account, letterhead, business card, or phone number. Scholars earn no credit toward tenure. Scholars will be issued a College ID to gain entry to the facilities and to use the College library with full privileges for borrowing and electronic resource use.

A Visiting Scholar is designated by the Provost and Dean. The Visiting Scholar designation is “at-will;” it does not contain any property interest, and is thereby revocable at any time, upon written notice to the other party, with or without good cause or for any or no cause.

Scholar’s Signature

Date

VI. Recommendations and Approvals

The full application packet, including the supporting materials, shall be routed to each of the individuals for review and signatures following the order below.

Department Chair (*Sponsor’s Department*)

Date

Dean (*Sponsor’s School*)

Date

Provost

Date