Visiting Scholar (VS) Workshop

UCLA College of Letters and Science

February 3, 2015

Note: Policies and procedures are subject to change. Contact your Dean's office for assistance as needed.
Contents of Visiting Scholar Dossiers

Submit the following to the Dean’s Office:

1. Visiting Scholar Appointment Form
2. History Record (College only)
3. Export Control Compliance Attestation (for non-US citizens)
4. Current CV
5. UC Recruit Search Report
Deliver form and documents to the Dean's Office (not APO).

Complete section #1. If no UID, write “pending”.

Non-US citizens requiring a visa must obtain a J visa for a VS appt.

No minimum period of appt., 12 month max. Use actual dates.

College requires submission of a history record (see sample).

Verify these are on file, do not submit to the Dean's Office.

Attestation must be signed by Claudia Modlin (RPC).

Detailed justification must note purpose of appointment and how the appt. will benefit UCLA.

Qualified staff member able to answer inquiries on the VS appt.

Obtain Chair/Director signature prior to submission to the Dean's Office.
Sample History Record for Visiting Scholars

UCLA VISITING SCHOLAR HISTORY RECORD
(Title Code: 3299)

NAME: Scholar, Visiting
UID: 123456789

DEPARTMENT: English

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Months of Service</th>
<th>Faculty Sponsor</th>
<th>Other Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/14/15</td>
<td>09/30/15</td>
<td>9</td>
<td>J. Bruin</td>
<td></td>
</tr>
</tbody>
</table>

Note: For all Visiting Scholars, including those who were at UCLA prior to 7/1/14, months of service begin with the effective date entered in EDB. This date starts the clock toward the 24-month limit.
Export Control Compliance Attestation - APM 430

This attestation should be completed by the individual who will be supervising the Visitor, or who is otherwise knowledgeable about the Visitor's intended work.

Name of Visitor: ____________________________

Visitor's Citizenship: ____________________________

Name of Visitor's Supervisor: ____________________________

Will the Visitor be working in the area of biomedical sciences, computer sciences, space sciences, engineering or other scientific discipline?

☐ NO. Sign and date this form.

☐ YES. Check all required boxes below, then sign and date this form.

☐ The research agreement (e.g., grant or contract) on which the Visitor will be working does not restrict or prohibit the participation of foreign persons in the project.

☐ The research agreement (e.g., grant or contract) on which the Visitor will be working does not restrict or prohibit the research team's right to publish any of the data or research results.

☐ In performing the work, the Visitor will not be provided access to:
  • Technical information that has been deemed "export controlled"
  • Sponsor or third-party proprietary or confidential information, materials, or software
  • Encryption source code
  • Equipment specifically designed or developed for military or space applications.

By signing, I affirm that I am familiar with the details of the Visitor's work while at UCLA and hereby affirm that the contents of the foregoing are true, to the best of my knowledge, information and belief. I further understand that failure to accurately complete this certification can result in U.S. government export control violations for which civil and criminal penalties can be assessed against any individual found to have caused or facilitated a violation, and/or against the University of California.

Signature: ____________________________ Date: ____________________________

Name and title of person signing form: ____________________________

Department/Institute/Center: ____________________________

Phone: ____________________________

Email: ____________________________

Claudia Modlin
Coordinator, Research Policy & Compliance
Office of the Vice Chancellor for Research

I have reviewed the above attestation and have determined that a license from either the U.S. Department of Commerce or the U.S. Department of State to release technology or technical data to the Visitor is not required.

Jan 1, 2015
Date

Must be signed and dated
Search Report
JPF00426 • Visiting Scholar • 2014 - 2015
Generated Jan 27, 2015 at 10:17am by KIM, PETER M <pkim@college.ucla.edu>

About This Recruitment
Job number JPF00426
School LETTERS AND SCIENCE
Department CLARK LIBRARY / LETTERS AND SCIENCE
Title codes VIS SCHOLAR (3299)

Recruitment period Sep 1, 2014 - Jun 30, 2015

Proposed Candidates
CVs for the proposed candidates are available in Appendix A: Proposed Candidate CVs

Candidate A
Marked as Accepted offer on Sep 6, 2014
Department CLARK LIBRARY
Title code 3299: VIS SCHOLAR (WOS)

Candidate B
Marked as Accepted offer on Sep 6, 2014
Department CLARK LIBRARY
Title code 3299: VIS SCHOLAR (WOS)

Sample Search Report via UC Recruit (WOS)

Candidate C
Marked as Accepted offer on Nov 4, 2014
Department CLARK LIBRARY
Title code 3299: VIS SCHOLAR (WOS)
Anticipated start date Oct 16, 2014

Evidence of Advertisements
No ad sources have been entered.

Letters & Memos
No letters or memos have been uploaded.

Interview Materials
No interview materials have been uploaded.

Search and Recruitment Efforts
Planned Not yet entered
Actual NO SEARCH, APPOINTMENT IS WITHOUT SALARY (WOS)

Applicant Disposition

Generated Jan 27, 2015 at 10:17am by KIM, PETER M <pkim@college.ucla.edu>
Overview of Visas for Visiting Scholars

Contact the Dashew Center (DCISS) for assistance with all visa questions and processing.

Revised 2/5/15

All Visiting Scholars who are non-US citizens (except permanent residents) must obtain a J visa in order to begin or continue an appointment, regardless of length of stay.

B visas or the Visa Waiver Program (VWP) are not acceptable due to the requirement that Visiting Scholars are entered in EDB.
Summary of Visiting Scholar Dossiers

Submit the following to the Dean's Office:

1. Visiting Scholar Appointment Form
   a) All sections must be completed and signed by the Chair/Director

2. History Record
   a) Necessary to track 24-month limit (note: VC final for 3rd year)
   b) Reflect actual dates of initial or renewed appointment

3. Export Control Compliance Attestation (for non-US citizens)
   a) Must be signed by Claudia Modlin of the Research Policy & Compliance (RPC) Office prior to submission to the Dean’s Office
   b) Complete and send for processing while other documents are prepared

4. Current CV

5. UC Recruit Search Report
   a) Include information on the selected candidate
   b) Under “Search and Recruitment Efforts”, note that there was no search because this is a WOS appointment
Visiting Scholar Workshop Notes, February 3, 2015

- 10:00 – Welcome, Lauren Na

- 10:05 – Why the VS procedure was changed, Lynne Yorita (Audit Manager, UCLA Audit & Advisory Services)

  - Professors are going to be on the line (responsible) if issues arise
  - Visas are very specific as to what the person can do while they are here; cannot use the Visiting series as a back door for a regular series or for entering the country
  - Only VC Goldberg can determine if someone has a terminal degree equivalent to a PhD
  - Students that have not been officially admitted to UCLA cannot come to take classes as a “visiting” grad or undergrad student
  - UCLA does not charge to audit a course; it is up to the Professor, but there can be no charge
  - OP got involved in the process
  - Bruin cards were issued even though there was no way to track the Visitors; books were checked out from the library, not returned and no way to recover them due to departments not having any mechanism to track/locate them. Bruin cards are not to be used as mementos as they grant access to amenities at UCLA.
  - Questions to ask before requesting a Visiting Scholar appointment: What is it for UCLA? What are we producing? How are they contributing to our campus?
  - Lab safety was an issue as well as lab confidentiality
  - Deans had no idea how many Visiting Scholars were even here. We needed to define a process.
  - PI needs to fill out the request, not the Visiting Scholar. Chair needs to sign off on the appointment and needs to know what they will be doing here. Dean needs to approve in order to know what they are doing here (justification must be informative).
  - Is the same program available to those within the US? Within CA?
  - Federal Regulations: J1 visitor status has a language proficiency (certificates issued online are not really valid; no proof that the person coming is the one who took the verbal test; Professor can certify); can’t read, write or understand English creates a problem in everyday life
  - Insurance requirement while here – this must be verified by the department and must be valid for the entire time period. Without insurance, they must leave the country. Cannot get insurance for the day to show proof and then cancel it after it is signed off.
  - We need to preserve UCLA’s reputation
10:20 – Appropriate use of the Visiting Scholar title, Esther Hamil (Associate Director, Campus APO)

- Other campuses were having issues so OP got involved and decided to include a section in the APM
- Conditions: not an employee or student but gave them a title code in order to enter them in UC Path so we can track them. Employees, contingent employees, person of interest
- Appendix 39 in the Call: participate in a short term academic project under the supervision of an academic appointee (this will be left up to the Deans to determine who is eligible)
  - Temporary employees (non-senate) should not be able to “sponsor” a Visiting Scholar
  - Cannot be someone who just finished their PhD trying to find a job while keeping their ties to UCLA
- **Justification must be spelled out and explain what the benefit to UCLA is**
  - Supervision must occur for the entire time period of the appointment
  - What are they going to be doing here? Do they need to go to lab safety training? What does their CV look like? Do they meet the criteria for appointment?
  - Visiting Professor titles are usually given to other tenured faculty members from other institutions, even if they are not teaching
  - Exceptions can be made by the Vice Chancellor if person does not have a PhD, based on their credentials
  - Student status – not applicable to this series

10:35 – Explanation of Graduate Division’s Role, April de Stefano (Director of Academic Services, Graduate Division) and Ana Lebon (Director of Fellowship & Financial Services, Graduate Division)

- Role of Grad Division – maintaining a Visiting Scholar directory as long as there are active appointments (can be used when making reappointments); used by housing (current policy does not grant housing to Visitors)
- Visiting Graduate Researcher – a graduate student coming to UCLA to do research
- Stipends need to go through Grad Division – appointment will be verified in EDB (TC 3299) using a Form 10 (this does not go through the Dean’s Office)
  - Best bet is to use discretionary funds/fellowship funds.
- Some of the websites representing research entities are not valid (look authentic but when trying to click on links, there was nothing there)
- If a person approaches the faculty member for the appointment and the faculty member does not know them at some level, a red flag goes up. This is one of the reasons the faculty member needs to sign off on them
11:00 – Detailed walk through of the Visiting Scholar dossier, Peter Kim (Senior Analyst, Deans’ Office) see Power Point presentation in Toolkit

- Visa status must be J
- 12 month max/appointment; 12 month renewal; Vice Chancellor approval for 3rd year
- Financial support and health insurance do not need to be sent to the Dean’s Office; it is the department’s responsibility to verify this
- Attestation form must be signed
- Justification cannot just be “doing research”
- Must be a ladder or tenured faculty member (no adjuncts, no researchers)
- Per the College, the two year clock will begin once they are entered in EDB (prior time will not count)
- UC Recruit is used more as a tracking mechanism. Can have multiple names within one (a new search does not need to be created for each Visiting Scholar)

Q & A
- If a Visiting Scholar in one department, can s/he be hired as an SRA in another department?
  - No. Many times s/he will need to leave the country and reapply for a new visa.
- Total time in the Visiting series is cumulative. Cannot spend two years as a Scholar, then two years as a Visiting Professor, then two years as a Visiting Researcher.
- The law allows visitors 30 days to obtain insurance but UCLA requires them to have it for the entire duration of the appointment.
- Pay airfare directly for the Visiting Scholar.
- Visitors have to be listed on patent applications if they were in the lab during the process and will then share in the profits.
- Guest lecturers are people that come in to speak during one or two classes.
- Visiting Professors can teach a course or seminar.
- Exceptions for a 3rd Year request go to APO
- Bruin Card – student or employee; previous “dummy” UID’s began with 99. If Visiting Scholar is here over 3 months, they will be issued a Bruin Card and it will state “Visiting Scholar.” Visiting Scholar can still obtain a library card but it will not have full privileges similar to those given to our faculty. Friend of the Library for $80 is an option.
- Department should require the Bruin Card to be returned to them upon exit. Not to be used as a souvenir.
- What is the benefit to the University? What is s/he working on? Why does s/he need to stay? [RE: a student that has just finished their PhD and wants to remain on campus] A better option is to move into the Postdoc title.
- Effective date and end date should reflect the ‘actual’ period
- Don’t let faculty promise housing to Visitors, as they are no longer eligible.
➢ Do not enter in EDB until approvals have been received.
➢ Requests should be submitted to Dean's Office at least 3 months prior to the start date
➢ When the start date changes (usually moves later) notify the Dean's Office. This can be done by sending an email and attaching it to the approved appointment form.
➢ Vice Chancellor has informed the Deans and Chairs of the new policy; Lauren has informed the Chairs