Department of Anthropology | Stanford University Department of Anthropology Visiting Scholar Request form

Initiating Faculty Requester INFORMATION

Name	SUID#
Email	Cellular Telephone
Department	Track
Proposed Start	Proposed End
Proposed Stanford Sponsor/Mentor	Description of Visa, if known
Proposed Funding Source(s)	Proposed Visitor Duties/Job Description
Benefit to the Department/University	Other
Visiting Scholar Candidate INFORMATION	
Name	SUID#
Email	Cellular Telephone
Department	Track
Degree (ie Diploma; confirmation of degree conferral)	Department and Institution
Description of Research	Recent Publication or Dissertation Title
Current Appointment	Department and Institution
□ cv	
Copy of Diploma or Transcript	
Syllabus	
☐ Curriculum	

Information regarding Department/University Policy and Procedure

Visiting Scholar Policy

http://doresearch.stanford.edu/policies/research-policy-handbook/non-faculty-research-appointments/visiting-scholars http://doresearch.stanford.edu/policies/research-policy-handbook/non-faculty-research-appointments/procedures-appointing-visiting

Department specific:

In addition to the University policy and procedure listed above, the Department of Anthropology's policy for Visiting Scholar status is as follows:

The Department of Anthropology sponsors visitors in the framework of University policy for Visiting Scholar appointments. Candidates should be established scholars in their fields visiting from an outside institution or organization. The candidate should hold a doctoral degree or be a recognized expert in their field. The source of funding for the individual must not be Stanford University. Candidates should also have a working relation with a member of the regular Anthropology faculty who will serve as sponsor.

version 10/08/2013

With approval by the Department's faculty via a vote held in a scheduled faculty meeting during an academic quarter, the visitor may be eligible for a courtesy designation of Visiting Scholar. Confirmation of Visiting Scholar status through the Department of Anthropology is subject to the approval of the Chair in consultation with the faculty of the department. The Department will consider appointments for Visiting Scholars for a period of up to one year, renewable upon reapplication and review.

The University Libraries allow Visiting Scholars access to library collections and, depending upon the length of their stay, borrowing privileges. Visiting Scholars are not employees of the University, and the title may not be used for personnel or payroll purposes. Visiting Scholar status involves only the kinds of privileges that can be extended by courtesy. Candidates should have a need to avail themselves of the University's resources for scholarship and research in Anthropology, for example to consult the research collections of Green Library, or to collaborate with one of our faculty members, or to study our Museum collections.

To apply for Visiting Scholar status, the Candidate should consult first with the faculty member who will sponsor the visit. The candidate should then submit to the Chair of the Department, by letter, the following:

1.) a brief description or outline of the scholarly project proposed; 2.) an indication of the dates of the proposed visit; 3.) a curriculum vitae; and 4.) an indication of who is the faculty sponsor.

Requests should be submitted in the academic year before a planned visit to allow for review and preparation of appointment papers, including paperwork to request appropriate visa status, if needed. If the scholar is a visitor from outside the United States, the Department must receive reimbursement of the fees required for processing the forms needed to request J-1 visa status. While in Visiting Scholar status scholars may identify themselves as affiliated with the Department of Anthropology but must also indicate their visiting status in some manner. We regret that the Department cannot offer office space, staff assistance, or financial resources to Visiting Scholars. Visitors are welcome to join departmental public events. Visiting Scholars may use departmental copying equipment at the prevailing rates for reimbursement. The Department can sponsor a Stanford email account for the Visiting Scholar with reimbursement of the Departmental expense in the amount of \$16.00 per month. The Department cannot undertake to find housing or make other local arrangements for visitors. Visiting Scholars should consult with their faculty sponsors for assistance in such matters and with University offices that coordinate information on rental housing in the area. Visiting Scholars will have a mailbox in the Department and, hence, may receive mail at the Department's address: 450 Serra Mall, Building 50, Stanford University, Stanford CA 94305-2034. Before the end of their stay, Visiting Scholars should prepare a brief written report for the Department describing the scholarship undertaken during their visit. The Visiting Scholar may also be invited to present a paper on their research at a Departmental Colloquium or Brown Bag Lunch.

Administrative Process:

Comments:

- 1. The Department will send this request for a Visiting Scholar appointment by email with a copy of the candidate's current c.v. to Ms. Sue Martin. The c.v. should confirm conferral of a Ph.D. and a current academic appointment at a university or research institution. The request should indicate the faculty sponsor of the proposed Visiting Scholar.
- 2. If the candidate meets the requirements in #1, Ms. Martin will notify the department that the appointment is approved. If the candidate does not meet the requirements in #1, Ms. Martin will ask the department to provide a brief rationale for the appointment.
- 3. After approval has been confirmed for the appointment, Ms. Martin will contact the Department Manager, Ms. Ellen Christensen, who will then request a Visiting Scholar Non-Employee Affiliate appointment and prepare the offer letter.

NOTE: All Visiting Scholars now must have Peoplesoft records (Non-Employee Affiliate status) in order to obtain Stanford identification cards. Only the H&S HR Service Center may create such records.

Principal Investigator/Faculty Mentor - Signature	Printed Name	Date
Finance Manager - Signature	Printed Name	Date
Academic/Faculty Coordinator - Signature	Printed Name	Date
Department Manager - Signature	Printed Name	Date
Department Chair - Signature	Printed Name	Date

STANFORD UNIVERSITY



PHONE (650) 723-3421 FAX (650) 725-0605 DEPARTMENT OF ANTHROPOLOGY 450 SERRA MALL, BUILDING 50 STANFORD, CALIFORNIA, 94305-2034

http://anthropology.stanford.edu

[Date]

Re: Visiting Scholar (non-salaried) Offer Letter by the Department of Anthropology

Dear [Candidate Name],

I am pleased to inform you that your appointment as a Visiting Scholar at Stanford University in the Department of Anthropology in the School of Humanities and Sciences has been approved for the period [date] to [date]. This appointment is being sponsored by [Faculty Sponsor name]. The knowledge, experience and perspective of our Visiting Scholars and their allotment of time and effort are highly valued in our academic programs. In your role as Visiting Scholar your duties/responsibilities include [list duties, including teaching, research and administrative activities, as applicable.]

[USE FOR U.S. CITIZENS: A Visiting Scholar appointment is a courtesy appointment without Stanford University salary support. Health benefits are not provided, and as a Visiting Scholar you must maintain health insurance during the duration of your stay. You will need to use your own funds to cover charges for a Stanford University ID card, campus email services, postage, photocopies, and international telephone calls or faxes.]

[USE FOR INTERNATIONAL SCHOLARS: A Visiting Scholar appointment is a courtesy appointment without Stanford University salary support, and you must demonstrate that you will have sufficient funds to support yourself while in the United States. Stanford University charges a fee of \$125 for preparation of the initial or a transfer visa certificate, the DS-2019 form, which you will use to obtain the J-1 visa. Additional fees may be charged by the U.S. Citizen and Immigration Services (USCIS) and the Student and Exchange Visitor Information System (SEVIS). Along with visa and SEVIS fees, you will need to use your own funds to cover charges for express delivery service as well as for any Stanford University email services, postage, photocopies, and international telephone calls or faxes. Health benefits are not provided, and as a Visiting Scholar you must maintain health insurance as a condition of your visa. Details of this coverage requirement will be found in documentation provided at the time the DS-2019 form is issued and on the Bechtel International Center web site at http://icenter.stanford.edu/depts/j_status.html.

As a matter of protocol, I would like to share with you the following important information:

- You are required to sign a Patent and Copyright Agreement with Stanford University, regardless of whether you are being paid by Stanford or not. The SU-18A Patent and Copyright Agreement takes into consideration that you may already have an intellectual property agreement. This SU-18A agreement is filed electronically at http://otlportal.stanford.edu/su18a. If you do not have a conflicting intellectual property agreement with another employer, Stanford's regular SU-18 agreement is applicable. This agreement may be reviewed at http://rph.stanford.edu/su18.html and signed online at http://axess.stanford.edu. A Stanford ID will be required to access this link. The Department's administrative staff can assist with the process for acquiring a SUNet ID.
- Your official title is "Visiting Scholar" and may be used only during the period noted above. Your title must always be used in its entirety; it cannot be abbreviated or altered.
- Your service as Visiting Scholar is voluntary. Either party may withdraw from this arrangement at any time and for any reason.
- In conjunction with this position, you are agreeing to abide by all Stanford University policies, including the University's Code of Conduct and applicable Conflict of Commitment and Conflict of Interest policies. Your position is governed by the applicable policies in the Stanford University Administrative Guide located at http://adminguide.stanford.edu/, the University Faculty Handbook located at http://rfacultyhandbook.stanford.edu, and the Research Policy Handbook located at http://rph.stanford.edu.
- All equipment supplied by Stanford in order for you to perform your duties is owned by the university and is to be returned to Stanford in proper working order at the end of your appointment.
- Stanford University is committed to strong programs of accident and injury prevention and to complying with all environmental and health and safety laws and regulations. Please visit http://rph.stanford.edu/6-2.html for information about Health and Safety at Stanford University: Principles, Responsibilities and Practices. Your departmental contact will advise you as to the specific training required. If you will be working in a laboratory, you will need to ensure that your research is conducted in accordance with health and safety standards, as presented to you in your health and safety training. Your specific training depends upon your research/lab and you will be notified by your PI or departmental contact as to the specific training required.
- Due to the nature of your role, you may be required to attend sexual harassment prevention training, in which case you will receive information on how to enroll in this training in the near future.
- If you require an accommodation for a disability, please let the Department's administrative staff know.
- Please take this letter to the Stanford ID Card Office to receive a Stanford ID Card (a \$20 one-time fee may apply) that will allow you the benefits and privileges associated with your new appointment. For information on Card Office hours and location, please visit http://www.stanford.edu/services/campuscard/cardoffice.html or call (650) 498-2273. Following your start date, you will also receive instructions from the Department's administrative staff about how to obtain a SUNet ID.

version 10/08/2013

Please contact the Department's administrative staff at 650 723 3421 or anthropology@stanford.edu should you have any questions. Ms. Ellen Christensen and I are also available to help you with any other questions you might have regarding your position. Please sign and return one copy of this letter.

Please excuse the administrative tone of this letter, which does well in disguising our genuine enthusiasm and appreciation for all that you will contribute to our academic program.

Sincerely,

Sylvia J. Yanagisako Edward Clark Crossett Professor of Humanistic Studies and Department Chair

Department of Anthropology 450 Serra Mall (Main Quad) Building 50, Room 51G Stanford University Stanford, CA 94305-2034 USA

Telephone: +001 (650) 723-3421 Facsimile: +001 (650) 725-0605

Cc: [Faculty Sponsor name]
Ms. Ellen Christensen

I have read and accept the terms as set forth in this letter regarding my appointment as Visiting Scholar in the Department of [Name] in the School of Humanities and Sciences at Stanford University.		
[Candidate name signature]	Date	