



September 18, 2012

To: Sarjeet Gill, Chair  
Committee on Academic Personnel

Connie Nugent, Chair  
Graduate Council

Lucille Chia, Chair  
Committee on International Education

Len Nunney, Chair  
Committee on Research

From: Jose Wudka, Chair  
Riverside Division

**Re: Systemwide Review of Proposed New Policy – APM 430, Visiting Scholars**

Attached for your review is a proposed new APM Policy – APM 430 which allows for appointments of students and academics as Visiting Scholars.

Please discuss with your committee and submit your response by Friday, November 9, 2012.

Enclosure



OFFICE OF THE VICE PROVOST --  
ACADEMIC PERSONNEL

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 11<sup>th</sup> Floor  
Oakland, California 94607-5200

August 31, 2012

COUNCIL OF VICE CHANCELLORS  
LABORATORY DIRECTOR ALIVISATOS  
ACADEMIC COUNCIL CHAIR POWELL  
ANR VICE PRESIDENT ALLEN-DIAZ

Dear Colleagues:

**Re: Systemwide Review of Proposed New Policy APM - 430, Visiting Scholars**

Enclosed for Systemwide Review is proposed new policy APM - 430, Visiting Scholars. The proposal is responsive to campus requests to create a new title to accommodate domestic and international visitors who are students enrolled in universities in the United States and abroad, and academics employed at other institutions who are visiting the University of California for short-term academic or cultural exchange experiences.

These visitors are ineligible for any other academic title. Educational criteria is flexible, and there is no salary requirement beyond the established campus minimum funding standards already in place to satisfy federal visa requirements relating to funding for exchange visitors. Self-funding, either by personal funds or third-party funding payable directly to the Visiting Scholar, is required. Visiting Scholars are ineligible for University compensation. University of California titles available for compensated appointments are within the postdoctoral scholar title series and the specialist title series.

This policy is intended to support the International Students and Scholars Offices (ISSO) as well as Visiting Scholars. The policy does not provide instruction related to visa classification. However, it assumes that the ISSO and Visiting Scholars will abide by current federal regulations as well as University and campus policy related to visa sponsorship.

Systemwide Review is a public review distributed to the Chancellors and Executive Vice Chancellors requesting that they inform the general University community, affected employees and unions about policy proposals. Systemwide Review also includes a mandatory, three-month full Senate review.

Employees should be afforded the opportunity to review and comment on the draft new policy, available online at: <http://www.ucop.edu/acadpersonnel/apm/review.html>. Attached is a model communication which may be used to inform non-exclusively represented employees affected by these proposals.

August 31, 2012

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This letter and enclosures anticipate that you will begin Systemwide Review of the proposed draft and submit comments no later than **November 30, 2012**. Please send comments on the proposed policy to [ADV-VPCARLSON-SA@ucop.edu](mailto:ADV-VPCARLSON-SA@ucop.edu). Questions may be directed to Janet Lockwood at [Janet.Lockwood@ucop.edu](mailto:Janet.Lockwood@ucop.edu) or (510) 987-9499.

Sincerely,



Susan Carlson  
Vice Provost  
Academic Personnel

Enclosures: *Draft new policy APM - 430*  
*Model communication*

cc: President Yudof  
Chancellors  
Provost Dorr  
Executive Vice President Brostrom  
Senior Vice President Vacca  
Vice President Beckwith  
Vice President Duckett  
Vice Provosts – Academic Personnel  
Academic Personnel Directors  
Executive Director Fox  
Executive Director Rodrigues  
Executive Director Tanaka  
Executive Director Winnacker  
Deputy General Counsel Birnbaum  
Senior Counsel Van Houten  
Systemwide Policy Director Capell  
Assistant Director Ernst  
Manager Lockwood  
Human Resources Policy Analyst Bello  
Senior Administrative Analyst Rupert  
Administrative Officer Abbott

430-4 **Definition**

A Visiting Scholar is a student enrolled in an institution outside of the University of California or an individual employed by or affiliated with an outside institution or agency who is visiting the University of California for the purpose of participating in UC-sponsored conferences and partnerships, or for a short-term educational, academic, or research project under the supervision of UC faculty.

430-10 **Criteria for Appointment**

Visiting Scholars will possess:

- 1) a baccalaureate degree; or
- 2) equivalent; or
- 3) recognized expertise in a field.

Undergraduate students may be sponsored as well at the discretion of the host campus.

430-18 **Salary**

- a. Visiting Scholars are ineligible for compensation from the University of California.

- b. Visiting Scholars are self-supported or have adequate support funds from external sources and provide evidence of such funding to the campus office charged with the responsibility to oversee these appointments.

#### 430-20 **Conditions of Appointment**

- a. Visiting Scholars are appointed for short periods of time not to exceed one year (12 months), and more typically, for six (6) months or less. The appointment is self-terminating unless the appointee is otherwise notified.
- b. Service as a Visiting Scholar constitutes neither formal employment nor enrollment as a student at the University of California.
- c. Visiting Scholars may not be UC-registered students, currently working for UC as contractors, or have any other active appointment or employment with the University of California.
- d. The University of California reserves the right to withdraw the privileges and terminate the appointment without prior notice.
- e. Visiting Scholars may be eligible for reimbursement of business and travel expenses. A reimbursable expense is an expense incurred which is related to activities that contribute to any one of the University's major functions of teaching, research, patient care, or public service.<sup>1</sup>

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<sup>1</sup> See Business and Finance Bulletin G-28 for guidelines related to reimbursement of business and travel expenses.

430-24 **Authority to Appoint**

- a. The Executive Vice Chancellor and Provost or the Executive Vice Chancellor and Provost's designee may approve an exception to extend an appointment beyond twelve months when conditions warrant.
  
- b. Subject to the provisions of this policy statement, each campus should establish authority and procedures to appoint and reappoint Visiting Scholars.