


THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO

College of Arts and Sciences
Office of the Dean

February 14, 2006

MEMORANDUM

To: Administrative Council
College Lead Secretaries

From: Timothy D. Johnston 

Re: Procedures for Courtesy (Non-Salaried) Adjunct/Visiting Appointments

Attached are procedures for requesting courtesy visiting appointments. I urge you to review these procedures carefully (particularly if the appointment involves a non-US citizen) and allow ample time for the paperwork to be processed. Please note that the first step in these kind of appointments is for the department head to send me a request that provides the information as outlined on the attached guidelines. *A PD-7 should not be initiated until the department head receives written approval.*

A copy of this new procedure will be available on the College Manual website.

Attachment

/lw

Procedure for Courtesy (Non-Salaried) Adjunct/Visiting Appointments

Periodically, departments or programs invite colleagues to visit campus for a period of time (typically from a few weeks to a year) without paying them a salary. In order for visitors to be given an official visiting appointment the procedures to appoint adjunct faculty must be followed. Instructions and samples of adjunct appointments can be found in the College Manual "Resources for Department Administrators." There is no "informal" way to provide an affiliation with the University.

- The first step in the process is for the Department Head to write a memo to the Dean requesting the visiting appointment. The memo states the name of the visitor and the purpose and length of the visit, a specific title of Visiting (Assistant, Associate) Professor or Visiting Scientist/Scholar, as appropriate and includes an explicit statement that no salary is being provided for the visiting appointment. The Dean will write an approval memo to the Department Head, and the department administrator can then prepare the appointment PD-7 and the accompanying documentation to be forwarded to the Dean's Office.
- *If the visitor is a US citizen or permanent resident*, the PD-7 and accompanying adjunct appointment paperwork is all that needs to be forwarded to the Dean. *The official letter of appointment* will be sent from the Provost's Office in due course. If the visitor requires written endorsement of the appointment sooner, the Dean will provide that on request.
- *If the visitor is not a US citizen or permanent resident*, the Department Head must contact the International Programs Center as soon as approval is received from the Dean. It is essential to begin the following procedure early since some of the information required needs to be provided by the scholar and the official appointment letter may take a few weeks to be generated.

Hosting a Non-U.S. Citizen (Visiting) Scholar at UNCG (salaried or non-salaried)

Follow International Programs guide "Procedures to Host a Visiting Scholar at UNCG", a current copy of which may be obtained by contacting Anelise Hofman, azhofman@uncg.edu, Director, or Norma Velazquez, Assistant Director, nivelazq@uncg.edu, International Student & Scholar Services (telephone 334-5404). The procedures will eventually be posted to their website.

- The home department administrative staff will:
 - Complete the data form for DS-2019 and obtain department head signature.
 - Complete the appointment PD-7.
 - Complete EPA telephone "Verification of Credentials."
 - Write a letter from the department head to the Dean requesting the courtesy appointment and indicating the sponsoring faculty member.
 - Contact (directly or through the sponsoring faculty member) the visiting scholar and have them complete the PD7-A, the EPA certification, provide contact information for e-mail and mailing address and also provide a letter of interest, and vitae. *If teaching a for-credit course, they must also provide an official transcript. In cases where scholars are from foreign universities which do not issue official transcripts and only a diploma is available, they are to present the original diploma to the Provost's office upon arrival at UNCG. The Provost's office will make a copy and have the scholar sign a form indicating it is an exact photocopy of the unaltered original document and if required at a later date, they agree to submit the original document to the Office of the Provost or a university official.* If the scholar will not be teaching a for-credit course, there is no requirement for documentation of degree.
 - Obtain a current letter of reference from a peer.
 - Provide/obtain original proof of financial solvency as indicated in item number 6 in the IPC procedures.
- Once the documents listed have been obtained, the complete package goes to the Dean's Office. The Dean's Office will:
 - Review the package for completeness.
 - Dean will write a letter to the Provost requesting the appointment.
 - Fax the completed, signed DS-2019 data sheet and the proof of financial solvency to Norma Velazquez or Anelise Hofman in the International Programs Center.
 - Copy the package for Dean's Office personnel files and forward to the Provost's Office.
- The Provost's Office issues the original appointment letter and forwards to IPC.

PROCEDURES TO HOST A VISITING SCHOLAR AT UNCG

In order to issue a DS-2019 form “Certificate of Eligibility for Exchange Visitor (J-1)”, which is required for a short-term scholar visa application, the International Programs Center IPC requests the following documents:

- 1- A letter from the hosting department to the Dean requesting the courtesy appointment for the visiting scholar and indicating the sponsoring faculty member to the corresponding Dean.
- 2- “Data for the DS-2019 J-1 Exchange Visitor Form” to be completed by the department and signed by the Head of Department. IPC will provide this form to the hosting department.
- 3- A copy of completed PD-7 form “Personnel Action Form.” Download this form from the following website <http://provost.uncg.edu/epa/forms/>
- 4- A copy of completed form EPA Telephone “Verification of Credentials.” Download this form from the following website <http://provost.uncg.edu/epa/forms/>
- 5- A copy of the scholar’s curriculum vitae.
- 6- Original proof of financial solvency (Letter from sponsor department stating the amount available to the visitor, or letter from home institution confirming financial support of the scholar for sabbatical leave, or letter from home government confirming financial sponsorship, or verification of personal financial support).
- 7- Original letter of Appointment issued by the Provost confirming the appointment of the visiting scholar. IPC attaches this letter to the scholar’s DS-2019 form “Certificate of Eligibility for Exchange Visitor (J-1).”
- 8- Contact information for the scholar’s e-mail and mailing address.

Upon receiving the information requested above IPC will:

- Issue a DS-2019 form "Certificate of Eligibility for Exchange Visitor (J-1)".
- Issue a welcome letter to accompany the original letter of appointment, DS-2019 form and a brochure from the Department of State with insurance information.
- Contact the scholar to confirm mailing address, and to ensure delivery of DS-2019 package.
- Maintain communication with scholar via e-mail to confirm issuance of visitor's J-1 visa.

Upon the scholar's arrival

- IPC will meet with scholar to copy immigration documents and confirm his/her arrival to UNCG with the Department of State and Immigration through SEVIS (Student Exchange Visitor Information System).
- Scholar will fill out a form "Personal Data Sheet for Scholars" to collect biographical, immigration and contact emergency information.
- IPC will make copies of insurance coverage for scholar and dependents.
- The hosting department will provide a copy of the form "Post-Employment Personnel Data Form PD-7a."

Throughout the stay of the scholar

- IPC is responsible for maintaining the scholar's current U.S. physical address in the SEVIS database.
- The hosting department will help IPC collect current contact information for scholar (e-mail and physical address).
- The hosting department will supervise the scholar while his/her stay in the U.S., and will report to the International Programs Center the termination and or departure of the scholar from the University.