



VISITING SCHOLAR / RESEARCH PROFESSOR POLICY

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1.0 Purpose

This document is intended to clearly define the expectations for the designation, roles, and overall responsibility for visiting research professors, and to identify the procedures for obtaining approval for and registering visiting professors at the University of the Southern Caribbean.

The university acknowledges that due to advancements in technology and any crises that may arise, visiting scholars/research professors to the university, can do so virtually and/or physically. The university will maintain a record of virtual and physical visitors and review documentation or agreements in order to protect the university’s interests, including intellectual property.

2.0 Revision History

DATE	REV.NO.	CHANGE	REFERENCE SECTION
26/10/2021	0	New	NA

3.0 Persons Affected

All university personnel who wish to host individuals from other universities, institutions, and/or businesses as a “visiting scholar/research professor” at the university must comply with this policy, other university policies, as well as and all other applicable laws.

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4.0 Policy Statement

The University of the Southern Caribbean recognizes that individuals from other universities, institutions, and businesses may wish to visit either virtually or physically for extended periods of time for reasons including, but not limited to, conducting research in a university facility, collaborating with university faculty on specific projects, and observing research, extension/outreach, instruction or administration. The designation “visiting research professor” is a privilege accorded to scholars temporarily in residence at the University of the Southern Caribbean. Visiting research professors may not begin program activity prior to final approval of the request and the approved start date.

4.1 Scope

This policy applies to all University of the Southern Caribbean personnel who entertain requests from, or otherwise wish to host, individuals from other universities, institutions, and businesses to visit virtually or physically any campus or location of the University of the Southern Caribbean and use university facilities to conduct collaborative research or to observe research, extension/outreach, instruction, or administration. These visitors do not carry an official status of employment at the University of the Southern Caribbean. These individuals must have University of the Southern Caribbean hosts.

4.2 Exclusions

The designation of visiting scholar/research professor excludes – and therefore this policy does not apply to – any one or more of the following:

- Individuals who are merely visiting common areas at the University of the Southern Caribbean
- University of the Southern Caribbean invited speakers/guest lecturers who provide a speech/guest lecture that is open to the university community or public or to a university class
- University of the Southern Caribbean invited dignitaries or government/diplomatic visitors to the University of the Southern Caribbean

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- Enrolled University of the Southern Caribbean students (whether registered as a degree or non-degree student at University of the Southern Caribbean)
- University of the Southern Caribbean employees
- Academic affiliates (i.e., affiliate faculty)
- Independent contractors retained by the University of the Southern Caribbean
- University of the Southern Caribbean predoctoral scholars enrolled at the University of the Southern Caribbean
- University of the Southern Caribbean postdoctoral scholars
- Employment candidates visiting campus as part of the selection process
- Members of the University of the Southern Caribbean recognized advisory or review boards whose visit to the university relates to their service on that board.

4.3 Purpose of the Programme

This programme is intended to attract a cadre of professionals in various areas who can serve to enhance the quality of research and teaching at USC through the following areas:

- Advancing the research agenda of the University of the Southern Caribbean.
- Building capacity of our faculty through exposure to different approaches to teaching and learning.
- Marketing the USC through the quality of the Visiting Scholar/Research Professor experience.
- Providing exposure through the publication of research in peer reviewed journals.
- Providing exemplars of accomplishment (Visiting Scholar/Research Professors) who can provide mentorship for USC faculty.
- Facilitating the conduct of world class research by high caliber researchers at minimum cost to USC.

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4.4 Visiting Scholar / Research Professor Designation

A. Visiting Scholar/Research Professor Overview

All individuals from other universities, institutions, and/or businesses who are granted access to University of the Southern Caribbean facilities to conduct collaborative research or to observe research, extension/outreach, instruction, or administration; and who do not receive financial support from the University of the Southern Caribbean for their effort beyond travel and/or expense reimbursement, where appropriate and applicable, must be recommended by an administrative host prior to coming to the University of the Southern Caribbean.

B. Criteria for Designation

This designation is appropriate for qualified individuals from industry, government, or other institutions who wish to visit the University of the Southern Caribbean and engage in activities under the purview of this policy. The designation of visiting scholar/research professor is appropriate for faculty from other academic institutions who are invited to the University of the Southern Caribbean during a period of leave from the home institution, including for a period of sabbatical.

The following are the minimum eligibility criteria for a visiting scholar/research professor designation at the University of the Southern Caribbean:

- The proposed visiting scholar/research professor must be visiting from, and affiliated with, an outside (U.S. or foreign) university, institution, or business;
- The proposed visiting scholar/research professor must have a doctoral degree or equivalent; persons with a Master’s degree who are pursuing a Doctoral programme of study will also be considered as a Visiting scholar/research professor.
- The individual host and administrative host must agree to serve as the hosts of the proposed visiting scholar/research professor and agree to the responsibilities of each as provided below;
- The visiting scholar/research professor must agree to pay an administrative fee upon arrival;

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- The proposed visiting scholar/research professor may be required to successfully complete a background check prior to granting the visiting scholar/research professor access to University of the Southern Caribbean facilities;
- Regardless of the duration of the visit, visiting scholar/research professors are required secure Health Insurance Coverage for themselves.

Requests for exceptions to the minimum eligibility criteria above must be made in writing and submitted to the Office of the Provost for approval.

4.5 Duration of Designation

Visiting scholar/research professor designations are for a maximum period of one semester. Upon recommendation of the administrative host and approval by the Office of the Provost, visiting scholar/research professor designations may be renewed up to a full year.

An extension beyond one year must be approved by the Office of the Provost and will be granted only for extraordinary and compelling reasons.

4.6 Application and Approval Requirements for Visiting Scholars/Research Professors

Application and approval requirements for visiting scholars/research professors include:

- Criteria for designation of the proposed visiting scholar/research professor;
- Submission of a Visiting Scholar/Research Professor Request Form;
- Conflicts of Interest and Commitment disclosure in the event the visiting scholar/research professor will be responsible for University of the Southern Caribbean research during the visit;
- In the event the proposed visiting scholar/research professor will be creating intellectual property in University of the Southern Caribbean facilities, assignment of Intellectual Property by means of signing the Visiting Scholar/Research Professor Agreement Form;
- A fully executed Visiting Scholar/Research Professor Agreement Form signed by the proposed visiting scholar/research professor;

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- Consultation with USC for all proposed international visiting scholar/research professors;
- All visiting scholar/research professors must pay an application fee;
- Joint issuance of a letter of invitation. The individual host and the administrative host must jointly issue a letter of invitation to the proposed visiting scholar/research professor. All letters of invitation must comply with the visiting scholar/research professor letter of invitation requirements.
- Responsibilities of individual and administrative hosts and applicable University of the Southern Caribbean Departments; and
- Responsibilities and privileges of visiting scholar/research professors.

Upon completion of all applicable documents and consultation with the applicable University of the Southern Caribbean Departments and review by the administrative host, the administrative host will determine the eligibility of the proposed visiting scholar/research professor.

Upon review of all applicable documents and consultation with the applicable University of the Southern Caribbean Departments, the Office of the Provost will determine final eligibility of the proposed visiting scholar/research professor. If a proposed visiting scholar/research professor does not meet the requirements for approval, the Office of the Senior Vice President and Provost will notify the individual host and the administrative host. A letter of invitation shall only be issued after eligibility has been reviewed and approved by the Office of the Provost.

If approved by the Office of the Provost, the University of the Southern Caribbean will designate the visitor a visiting scholar/research professor and only then should planning for the visit proceed. The Office of the Provost will provide notice of final approval of the visiting scholar/research professor to the individual host, the administrative host, and any necessary and appropriate University of the Southern Caribbean units.

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4.7 Documentation of Designation

Regardless of the duration of the visit, all visiting scholar/research professor designations will be entered and maintained in the University of the Southern Caribbean’s designated management system.

4.8 Responsibilities of Individual and Administrative Hosts and Applicable University of the Southern Caribbean Departments

A. Individual Host

1. Regardless of the duration of the visit, the individual host is responsible for hosting and facilitating the visit and ensuring that the visit concludes satisfactorily.
2. The individual host must agree to provide ongoing oversight in conjunction with the administrative host for the full duration of the visit.
3. At the conclusion of the visit, the individual host is responsible for notifying the administrative host, and the Office of the Provost of the visiting scholar/research professor’s departure from the University of the Southern Caribbean.

Failure to comply with these responsibilities may impact the ability of the individual host to host future visiting scholars/research professors.

B. Administrative Host

1. The administrative host or their designee is responsible for ensuring the completion of all requirements to host a visiting scholar/research professor (e.g., Visiting Scholar/Research Professor Request Form, Conflicts of Interest and Commitment Disclosure, arrangements for accommodation, etc.) and must ensure that all required documentation, if necessary, are prepared and submitted to the appropriate offices.
2. The administrative host shall consult with the Dean of the School, Director of Research or equivalent administrator when the delegate administrative host is not the Dean, etc. for approval and signature of required documents as applicable.

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3. The administrative host is responsible for providing working space for the visiting scholar/research professor, if appropriate, and for orienting the visiting scholar/research professor to applicable University of the Southern Caribbean policies and resources.
4. The administrative host must ensure that authority for use of University of the Southern Caribbean facilities/equipment or access to University of the Southern Caribbean facilities/equipment is appropriate and issues the appropriate authorization letters, if applicable. In addition, the administrative host is responsible for ensuring that the visiting scholar/research professor:
 - Is aware of all applicable University of the Southern Caribbean policies and applicable local laws while visiting the University of the Southern Caribbean and reports any violations of University of the Southern Caribbean policy or the law in accordance with University of the Southern Caribbean policy and procedure;
 - Receives all required University of the Southern Caribbean training (e.g. non-discrimination and anti-harassment, health and safety for the facilities and equipment, if any, they will use or other mandatory training);
 - Understands that proprietary work for his or her home organization may not be carried out in University of the Southern Caribbean facilities during the visit, unless the University of the Southern Caribbean has entered into a written agreement with the visiting scholar/research professor and/or the visiting scholar/research professor's home institution to perform such work;
 - Returns all issued office or laboratory keys, computer equipment, the USC card and all credentials upon completion of the visit.
5. The administrative host also is responsible for ensuring that any concerns expressed about the visiting scholar/research professor or by the visiting scholar/research professor regarding the conduct of University of the Southern Caribbean personnel, student(s), or other visiting scholar/research professors are addressed in accordance with University of the Southern Caribbean policy and procedure. Upon conclusion of the visit, the administrative host is responsible for coordinating with the individual host to notify the Office of the Provost of the visiting scholar/research professor's departure.

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4.9 Responsibilities and Privileges of Visiting Scholars/Research Professors

1. Regardless of the duration or purpose of the visit, a visiting scholar/research professor is subject to and required to observe all rules, regulations, and requirements of the University of the Southern Caribbean, and all applicable state laws, including, but not limited to, conduct, confidentiality, conflicts of interest, ethical behavior, responsible conduct of research, equal opportunity, compliance, safety, and health.
2. Visiting scholar/research professor status is a privilege, not a right, and an individual holds this status at the pleasure of the University of the Southern Caribbean. The status may be revoked at any time (even during the term of the designated status) by the University of the Southern Caribbean in its sole discretion, without the necessity of a reason. Similarly, there is no right to a renewal of the status at the end of the term of the visit.
3. The visiting scholar/research professor designation does not permit the use of University of the Southern Caribbean resources, except in compliance with all University of the Southern Caribbean policies.
4. Visiting scholar/research professors are not employees of the University of the Southern Caribbean and, therefore, are not entitled to financial support, compensation, or other benefits available to University of the Southern Caribbean personnel.
5. The Visiting Scholar/Research Professor is required to teach one graduate course during the semester and/or conduct research relevant to the institution. Research presentations must be made to the academic community during the period of residence.
6. The Visiting Scholar/Research Professor will be provided with opportunities to participate in educational and cultural programmes in Trinidad and return home to share their experiences.
 - a. Some examples of cultural programs and activities could be attending lectures by Trinidad and Tobago scholars/faculty/students; providing lectures to Trinidad and Tobago faculty/staff/students; attending performances which expose visitors to the Trinidadian culture; and other activities that promote cultural exchange.

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7. Visiting scholar/research professors also are eligible for the following:
- Access to University of the Southern Caribbean facilities and resources (e.g., libraries, computer laboratories, etc.), as deemed appropriate by the applicable University of the Southern Caribbean facilities and resources in consultation with the administrative host and in accordance with University of the Southern Caribbean policies. The administrative host is responsible for informing the visiting scholar/research professor prior to arrival about the approved access to University of the Southern Caribbean facilities and resources.
 - Office space, if deemed appropriate by the administrative host. The administrative host is responsible for arranging access to the appropriate office or laboratory key(s). Administrative hosts should be cognizant of the need to be cautious about issuing such access and must consider control, conflict of interest, and other factors. Upon the completion of the visiting scholar/research professor’s term at the University of the Southern Caribbean, the administrative host must ensure all keys issued to the visiting scholar/research professor are returned.
 - University of the Southern Caribbean email address, the primary purpose of which is to enable visiting scholar/research professors to send and receive electronic University of the Southern Caribbean correspondence. Upon completion of the visiting scholar/research professor’s term at the University of the Southern Caribbean, the University of the Southern Caribbean will disable the USC email address and all USC information technology access assigned to the visiting scholar/research professor.
 - University of the Southern Caribbean identification card (USC Card), issued by the USC Card Office to all visiting scholar/research professors. The primary purpose of the USC card is to enable visiting scholar/research professors to use University of the Southern Caribbean publicly accessible facilities, such as the library. Upon completion of the visiting scholar/research professor’s term at the University of the Southern Caribbean, the administrative host or their designee must collect the USC card from the visiting scholar/research professor and destroy it.

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4.10 Conflicts of Interest and Commitment

Regardless of the duration of the visit, the administrative host for any proposed visiting scholar/research professor must ensure that the proposed visiting scholar/research professor complies with the requirements of the Conflicts of Interest and Commitment Policy which includes completing a Conflicts of Interest and Commitment Disclosure. The Department of Research will notify the Office of the Provost on the review and determination of the Conflicts of Interest and Commitment Disclosure submitted by proposed visiting scholar/research professor.

4.11 Intellectual Property

Regardless of the duration of the visit, a visiting scholar/research professor who will be creating intellectual property in University of the Southern Caribbean facilities (e.g., conducting research) during the visit will assign Intellectual Property by means of signing the required Visiting Scholar/Research Professor Agreement Form.

5.0 Definitions of Terms

Individual Host -

Any University of the Southern Caribbean employee/faculty who hosts a visiting scholar/research professor pursuant to the appropriate approvals set forth in this policy. University of the Southern Caribbean undergraduate students, graduate students, and postdoctoral scholars are not eligible to serve as an individual host for the purposes of this policy.

Administrative Host -

The designated University of the Southern Caribbean representative within a school, department, centre or institute where the visiting scholar/research professor will be attached. The administrative host shall coordinate with the office of the Dean of the School, Office of the Provost, or equivalent

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administrator, respectively, when the delegate administrative host is not the Dean/Provost, etc.

Visiting Scholar -

An individual primarily teaching, lecturing, observing or consulting at post-secondary accredited educational institutions, museums, libraries, or similar types of institutions. A scholar may also conduct research, unless disallowed by the sponsor. A visiting scholar may be virtually or physically present at the university.

Visiting Research Professor -

An individual primarily conducting research, observing or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institutions or similar types of institutions. The research professor may also teach or lecture, unless disallowed by the sponsor.

6.0 Related Documents

- Conflicts of Interest and Commitment Policy
- Visiting Scholar/Research Professor Application Guidelines
- Visiting Scholar/Research Professor Request Form
- Visiting Scholar/Research Professor Agreement Form
- Conflicts of Interest and Commitment Disclosure
- Letter of Invitation

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7.0 Next Review Date

The date of next review shall be five years from the date on which this policy was issued.

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