

Hunter College

Office of the Provost

Procedure for appointment of Visiting Scholars

Background: The College is interested in supporting collaboration with individuals from other colleges and universities and recognizes that Hunter's resources and location in New York City make it an excellent sponsor for academic visitors. Visiting Scholars will furnish credentials from their home college or university. The College will appoint Visiting Scholars under limited circumstances and only with required sponsorships and approvals as detailed below. Hunter's expectation is that the Visiting Scholar will be working on an academic project in keeping with their role at their home institution.

Policy: This appointment is an honorary one, with no compensation or other payment provided. Potential Visiting Scholars ("Scholar") must have a faculty sponsor, who will be responsible for their activities while the appointment is in effect. Office space and use of the College's equipment and facilities are entirely at the discretion of the Sponsor's department. Visiting scholars may be appointed for up to one academic year. The Scholar may not teach or otherwise represent themselves as a member of the faculty at Hunter College. The Scholar may be issued a College ID to gain entry to the facilities and to use the College libraries. They may use the physical and electronic resources of the library including remote access while on campus. No remote access while off campus will be granted.

Procedure: The department or faculty member wishing to appoint a Scholar will complete the Hunter College Visiting Scholar Appointment Form which follows. The potential Scholar's cv is attached, along with a letter of recommendation from their faculty sponsor. The completed package is then submitted to the Provost, by sending it Rhenya Montero in Hunter College East, room 1701. Packages may also be delivered electronically to rmonter@hunter.cuny.edu.

Once received, the package will be reviewed by the Provost. Upon review, a decision will be sent to the faculty sponsor. If the request is approved, notice will be provided to Public Safety to issue an ID upon request by the Scholar on their arrival at Hunter.