

# WAYNE STATE UNIVERSITY

## College of Education

### Guidelines for International Visiting Scholars

#### Overview of Visiting Scholars

The College of Education is pleased to encourage scholars outside the University to engage in collaborative scholarly endeavors with our faculty. To that end we invite scholars to apply to visit our campus for an extended period of time in order to work more closely with our faculty. Visiting scholars provide opportunities for Wayne State faculty and staff to benefit from collaborative research opportunities and cross-cultural interactions. Visiting scholars may deliver guest lectures in classes, co-teach when appropriate, make formal presentations to the faculty, participate in collaborative research and, in general, engage in the ongoing activity of a Wayne State faculty member.

Visiting scholars play a vital role in the internationalization of our college. Through their presence, we expose students to new ideas from nations around the world, invigorate research with novel concepts and new populations with whom to work, and develop new avenues for collaborative work with institutions abroad. At the same time, faculty in the College of Education have much to offer visiting scholars. Our research is extensive and diverse, our commitment to innovative teaching pedagogies is inspiring to international partners, and this campus and the surrounding community offers endless opportunities for international engagement.

To this end, Dean Carolyn Shields fully supports the presence of international visiting scholars on campus. Because of the high-quality programming offered at Wayne State, it is likely that there will be many more requests for visiting scholars than can be accommodated. Therefore, this document and its guidance are intended to help divisions make decisions regarding how to help ensure visiting scholar relationships are successful.

#### Considerations for Visiting Scholars

##### *Academic Match*

When receiving requests for visiting scholars, the most important consideration is whether there is an academic match for the potential visiting scholar and a host faculty member in a division in

the College. The most productive visiting scholar arrangements are those in which the visiting and host scholars have common or complementary research interests. With common interests, new avenues for research and teaching can be explored. Ideally, the host and visiting scholars will develop a transformative relationship that will benefit the professional lives of both visiting and host scholar, and possibly both institutions more broadly.

The evaluation of an academic match is the responsibility of the assistant deans in each of the divisions in the College and the host faculty member involved in considering the potential visiting scholar. Because faculty have such deep expertise in particular areas, they are the best judges of whether a match is present and if a two-way benefit may arise from the visiting scholar. The following examples demonstrate potentially positive two-way relationships:

- A visiting scholar from South Korea makes a request to work in the Kinesiology lab of a researcher. The visiting scholar may not have the publication record of the host scholar, but because of common interest in a topic, the host researcher may benefit from new perspectives.
- An experienced education professor from Iraq would like to visit a department and teach some guest lectures. A less experienced host professor may benefit from her experience in academia, and may provide the visiting professor with new pedagogical ideas.
- A researcher in the field of Mathematics Education makes a request to visit a professor in his same field. This researcher has developed tools to measure the effectiveness of the use of graphing calculators with secondary students. A host professor has developed similar tools in the U.S. Both would benefit from sharing notes and ideas.
- An advanced graduate student from China studying bilingual-bicultural education wishes to learn more about teaching in postsecondary institutions in the U.S. She will sit in on lectures with a Bilingual-Bicultural professor while at the same time providing valuable insights on cross-cultural communication and teaching approaches.

### *Time*

A second important criterion when considering visiting scholars is whether someone in the department has the time to extend to a visiting scholar. Although there are no minimum or maximum requirements, host scholars may be asked to play the role of mentor, collaborator, friend, advocate, or co-author. These roles may be accomplished through regular work together or through periodic “check-ins.” Similar to relationships with peers and students, different relationships require different time commitments. Typically, visiting scholars would choose to visit for a period of an academic term (four months in duration) or an entire academic year covering three consecutive terms. Approval of a request will depend on the availability of the host scholar to work collaboratively with the visiting scholar for the extent of the requested visit.

## **Logistical Considerations**

The following pages provide concise, practical ideas on how to initiate and sustain an effective visiting scholar experience.

### **Timelines for Visiting Scholar Applications**

#### Application Deadlines

-February 1 for arrival between January through July of the following year

-October 1 for arrival between August through December of the following

Year

#### Procedure

Applicants should communicate with a potential host scholar and identify a collaborative endeavor for the period of time the visiting scholar will reside at Wayne State University. When agreement has been reached and details of the collaborative venture have been worked out, the visiting scholar should complete the application form and send it to the host scholar for processing. The host scholar and the Assistant Dean of the division in which the host resides will review the application and make a recommendation to the Dean for approval

### **Visiting Scholar Selection Criteria**

The following criteria are important considerations when deciding whether a visiting scholar will be a good fit for a department or center.

- A clear academic match with a faculty member in the college
- A willingness of that faculty member to act as host scholar and to engage in a collaborative endeavor with the visiting scholar for the requested period of the visit
- Scholars need approval from their home institution
- Scholars may visit up to one year if resources allow
- Scholars require full external funding for housing, travel, etc.
- Scholars assume all responsibility for securing visas (except for preparation of invitation documents, which shall be supported by Wayne State University)
- Scholars are responsible for all costs associated with accompanying partners and dependents
- Scholars must follow all Wayne State University policies while on campus
- Affiliation of scholar still resides with her or his home university, even when visiting Wayne State University. However, The College of Education Dean's office will support and require acquisition of a WSU OneCard for identification for the scholar while in

country. The WSU OneCard is a multipurpose identification and debit card all in one. It is a convenient, easy-to-use card designed to provide students, faculty, and staff with access to a wide variety of campus services. The WSU OneCard offers a “cashless” environment to its cardholders by debiting funds from their account. The card can be used for parking, door access, copying and printing services, as well as food and bookstore purchases.

- Scholars must include a \$1,000 (US) application fee that is non-refundable if the scholar’s application is approved (the full amount will be refunded to the scholar if the application is not approved). A check in the amount of \$1,000 (US) must accompany the application (check or bank draft, in US funds, made payable to “Wayne State University”). The application will not be processed until the check has cleared.

### **Expected Contributions from Visiting Scholars**

- Engage fully in the life of the division in the College of Education including a willingness to attend normal faculty meetings and functions, share expertise in courses, seminars and other academic programs.
- Collaborate in a scholarly endeavor with the host scholar

### **Departmental Role of Visiting Scholars**

Each division will make its own decisions on whether or not to extend an invitation to a visiting scholar. For divisions with multiple requests per year, it must be determined how many visiting scholars the division can accommodate at any one time. Beyond the academic match and time considerations above, additional logistical details should be considered.

#### *Host*

Divisions will need to provide two very important elements for visiting scholars to be successful. First, scholars will need a host. This host will be the main point of contact for the scholar. College of Education faculty should select scholars who have clear academic matches to their own interests. Such matches provide a frame of reference for conversations and a common starting point from which cultural differences can be negotiated. A host is not expected to keep watch over her or his scholar’s activities, but should be a point person for whom the scholar can come with general queries. Hosts might also consider inviting the visiting scholar to her or his home as appropriate, but this is not required. **Individual host scholars are limited to working with no more than two visiting scholars during a single term.**

#### *Space*

**The host scholar must agree to house the visiting scholar in her/his own office.** More often than not, scholars will come with their own laptops, but may need access to a printer. College CIT staff should be ready to assist with such needs. The College may also want to consider loaning a visiting scholar a computer if she or he does not have one.

#### *Additional Resources*

Depending on budget availability, Divisions may also provide the following:

- Copy machine privileges
- Computer lab access
- Telephone and fax access
- Use of support staff

### **Role of Host Scholar**

When divisions host a visiting scholar, one faculty in that division will serve as a host scholar. The host scholar's responsibilities include:

- Communication of clear expectations about involvement with visiting scholar
- Plan a scholarly endeavor in collaboration with the visiting scholar
- Work with visiting scholar to facilitate arrival to Detroit and the University
- Extend basic hospitality (finding housing is the responsibility of visiting scholar)
- Expedite visiting scholar's research and other academic interests during the visiting scholar's time at the University
- If appropriate, co-present at relevant conferences

### **Inviting a Visiting Scholar**

The process of inviting visiting scholars is generally divided into four stages:

1. Communication between the visiting and host scholars to determine the collaborative scholarly activity including ensuring that there is an academic match with a host, that the host has the time available to complete the collaborative activity, that the host is willing to house the scholar in her/his office, and that the arrangements are approved by the visiting scholar's home institution
2. The visiting scholar completes and submits the application
3. The application is reviewed and a decision to approve or reject the application is made and the visiting scholar notified of the decision
4. If the application is approved, the visiting scholar applies for a visa and completes housing and travel arrangements. In collaboration with the WSU housing department, Wayne State's Office of International Students and Scholars (OISS) will assist the scholar with making these arrangements.

### **College-wide Support**

The Dean's Office can provide the following support for the visiting scholar process:

- Writing letters of invitation for visiting scholars (divisions may also write these)
- Liaising with Office of International Students and Scholars (OISS) on visa and other issues
- Submitting application documents and fee to OISS who will preparing visa documents
- Scheduling official welcome meetings with the Dean
- Facilitating college-wide lectures, classroom lectures, etc. for the visiting scholar
- Securing a One Card identification, and guest access to parking facilities, libraries, computer labs, etc.

### **International Student and Scholar Services**

The University's Office of International Students and Scholars (OISS) is an essential partner in the visiting scholar process. OISS staff members are professionally trained to advise students and scholars on a wide range of topics that include immigration matters, social and cultural differences, financial, matters, and personal concerns. Programs are designed to help students, scholars, and their families adjust quickly to life in the United States and minimize the difficulties they may experience both initially and throughout their stay. OISS will provide the following:

- Orientation about the university and information regarding housing, insurance, transportation, schooling, and other adaptation issues
- Orientation specifically for visiting scholars
- Information about visa documents
- Visa form preparation

### **Visa Information**

Most visiting scholars will require a visa to visit the United States. Visas require an invitation from Wayne State University and preparation of visa documents, which are facilitated through OISS. Once the scholar's application is submitted, the College will contact OISS to determine which visa category is appropriate and which paperwork is required. When the paperwork is submitted to OISS, OISS will handle the immigration processing. OISS charges approximately \$200 for preparation of visa paperwork. This cost will be covered by the College of Education for one scholar per year per division.

## **Orienting Visiting Scholars**

- The University's Office of International Students and Scholars (OISS provides orientations for visiting scholars. Information on these orientations can be found at: <http://www.oiss.wayne.edu>.
- OISS also has a variety of other programs to help visiting scholars integrate into the broader university community. Please review the information found in the International Scholar Handbook located at <http://www.oiss.wayne.edu/international/scholar-handbook.pdf>.
- Divisions should coordinate a College orientation with the Dean and the College Faculty Assembly

## **Housing**

Visiting scholars are responsible for arranging their own housing. Below are several resources which might help the scholar in finding appropriate housing:

- University sponsored guest housing: <<http://www.housing.wayne.edu>>.
- University off-campus housing: Please review the information found in the International Scholar Handbook located at <<http://www.oiss.wayne.edu/international/scholar-handbook.pdf>>.

## **Helpful Websites**

The following websites may help prospective visiting scholars and hosting divisions to better understand the resources available at Wayne State University.

### **USEFUL WSU WEBSITES**

WSU has many useful websites. Here we have listed some of the most useful sites.

#### **WSU Directories**

<http://www.ucomm.wayne.edu/~fsd/index.html>

General directory for departments, faculty, staff, and students. Good way to find e-mail addresses.

#### **Office of International Students and Scholars**

[www.wsuoiss.wayne.edu](http://www.wsuoiss.wayne.edu)

An essential website for international students, scholars, and hiring departments.

## **Pipeline**

<http://lumprod1.wayne.edu/cp/home/loginf>

You can update your directory information, register for classes, and among other services

**University Housing**

<http://www.housing.wayne.edu/>

Information about on- and off-campus housing.

**OneCard**

<http://www.busop.wayne.edu/ONECARD.HTM>

WSU One Card is a multi-purpose identification and debit card all in one. It is a convenient, easy-to-use card designed to provide students, faculty, and staff with access to a wide variety of campus services.

**Human Resources**

<http://www.hr.wayne.edu/>

Information about benefits, compensation, training, etc.

**Fitness Center**

<http://rfc.wayne.edu/>

A state-of-the-art facility located in the heart of the campus for convenience.

**Computing and Information Technology**

<http://www.wayne.edu/cit/>

Information about WSU e-mail accounts, etc.