Visiting Scholars

A Visiting Scholar is someone who comes to the University to pursue a program of research that is of mutual interest to and endorsed by the academic department or ORU. Visiting Scholars must have a Ph.D. (or foreign equivalent) or have substantial professional experience beyond a master’s degree that can function at the level of Ph.D. (approved by exception). The appointment period must be at least one month in duration and should not exceed two years (exceptions apply).

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<th>Step</th>
<th>Owner</th>
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| 1    | Host Faculty/Authorized Requestor | • Decides they would like to host a scholar  
• Pays departmental fee to contact at academic department  
• Notifies ERSO HR Generalist of new visitor and submits VS Request Form to ersohrops@erso.berkeley.edu |
| 2    | HR Generalist | • Requests the necessary documents for the visitor’s appointment*:  
  - Gateway application  
  - CV  
  - Proof of funds sufficient for the duration of stay (minimum compensation established by BIO)  
  - Signed Visiting Scholar Appointment Form or Memo (PI and Chair)** |
| 3    | HR Generalist | • Prepares the application in Gateway  
• Submits the Documents to HR Assistant |
| 4    | HR Assistant | • Reviews documents and submits them to HR Ops Lead |
| 5    | HR Operations Lead | • Gives final review of case and approves it  
• The appointment is also approved in Gateway |

*If the scholar doesn’t have a Ph.D., the request is an exception and an exception to the Ph.D. requirement must be requested

** It’s recommended that a copy of the patent acknowledgment be sent to the scholar (for review only) informing them that they will be required to sign an original of this form before they can begin their research activities with UCB. It is best to know before they arrive if there are intellectual property issues. If something needs to be worked out between the visitor’s employer/government and UCB, the Office of Technology Licensing should be contacted for assistance. In this case, the visitor should not come until the intellectual property issues are addressed and resolved. If a new agreement is drafted and approved, attach a copy to the appointment request.