

Number: PPD - 0025
Subject: Visiting Scientists

Visiting scientists and visiting post-doctoral research associates are professional colleagues who reside on a campus of the Virginia Institute of Marine Science (VIMS), interact with faculty, students, and staff while involved in research yet are not paid employees of VIMS or W&M. They may be at VIMS while they are on sabbatical or similar leave from their home institutions or they may have retired from an academic or research institution and now live in the vicinity of a VIMS campus. Because the active presence of visiting scientists and visiting post-doctoral research associates is beneficial both to VIMS and to the visitor, VIMS encourages and supports such activity as long as space and facilities are available.

Although visiting scientists and visiting post-doctoral research associates are not employees, they do utilize institutional resources and must have direct connections to the organizational structure. Additionally, it is beneficial to document and maintain a record that an individual has been a visiting scientist or a visiting post-doctoral research associate. To that end, each visiting scientist and visiting post-doctoral research associate must have a host or host department, in which case the department chair will serve as host, who will facilitate the visitor's period of residence. The host will co-sign the **Application for Visiting Scientists/visiting Post-Doctoral Research Associates** form and will guide the visitor through the initial introduction to the Institute's personnel and structure. Persons seeking to host a visiting scientist or visiting post-doctoral research associate must obtain permission of the department chair/center director, who is responsible for the allocation of space and other resources, and from the Associate Dean of Research and Advisory Services who will consider the overall impact on VIMS. The Office of the Dean and Director will maintain records of visiting scientists and visiting post-doctoral research associates. The form for **Application for Visiting Scientists and Visiting Post-Doctoral Research Associates** is appended to this document. By its nature as a temporary position, individual status as a visiting scientist or a visiting post-doctoral research associate usually continues for a year or less. In some instances, such as a retiree from another institution, the status may continue for a longer period, however, the status of an individual as a (long term) visiting scientist or visiting post-doctoral research associate must be reviewed by the department chair/center director and Associate Dean of Research and Advisory Services on a yearly basis. Status as a visiting scientist or visiting post-doctoral research associate carries no rights and privileges as a faculty member or employee. The visiting scientist or visiting post-doctoral research associate has no voice or vote in meetings of the faculty, may not teach or co-teach courses without obtaining separate authorizations, may not submit proposals for research funding citing the Institute as a home institution (though the visiting scientist is encouraged to co-author proposals with VIMS faculty). It is anticipated that each visiting scientist and visiting post-

doctoral research associate will present a departmental or general seminar open to the campus community. Status as a visiting scientist or visiting post-doctoral research associate may be terminated at any time and for any reason by the Associate Dean of Research and Advisory Services.

Visiting scientists and visiting post-doctoral research associates must sign a [Liability Release Form](#), go through an abbreviated sign-in procedure including basic safety and right-to-know training and complete a [check-in form](#). The Telecommunications Services Specialist and primary telephone console attendant need to arrange for a telephone extension. If the visiting scientist or visiting post-doctoral research associate requires either a VIMS email address or a wired computer connection, the host must make appropriate arrangements with the Department of Information Technology and Network Services (ITNS); even if the visiting scientist or visiting post-doctoral research associate will use only a wireless connection to the VIMS' computer network and will function through the "guest" login access, the visitor should contact the staff of ITNS. Further arrangements will need to be made for appropriate identification, library sign-out permission, and office access and keys, among other things.

If the visitor will need an ID card and access to buildings after hours, the assigned VIMS host can initiate a request for an [affiliate WMuserid account](#).

Date: July 1, 2009

Rev: May 6, 2010

Rev: April 16, 2011

Rev: January 24, 2018

Rev. December 12, 2018

**APPLICATION FOR STATUS AS A
VISITING SCIENTIST OR VISITING POST-DOCTORAL RESEARCH ASSOCIATE
AT THE VIRGINIA INSTITUTE OF MARINE SCIENCE**

It is proposed that _____ be granted status as a Visiting Scientist or Visiting Post-Doctoral Research Associate at the Virginia Institute of Marine Science for the period beginning _____ and ending _____.

_____ will serve as Host to the Visiting Scientist and recommends the award of that status.

Home institution and department: _____

Visiting Scientist or Visiting Post-Doctoral Research Associate

(Signature)

(date)

Field of research:

ANTICIPATED ACTIVITIES, NEEDS, ETC.

Nature of proposed activities while a Visiting Scientist at VIMS:

Facilities and resources that it is anticipated VIMS will provide:

Arrangements (if any) for external funding:

INFORMATION ABOUT THE VISITING SCIENTIST or
VISITING POST-DOCTORAL RESEARCH ASSOCIATE

Contact and Residence information while at VIMS (complete when known)

Local Residence address: _____

Local telephone number: _____

Home address: _____

Person to contact in case of emergency and contact information

VIMS AUTHORIZATIONS AND APPROVALS

Host:

I agree to serve as Host (primary point of contact) for the above named Visiting Scientist or Visiting Post-Doctoral Research Associate:

(print or type name) (signature) _____
(date)

Department Chair:

I have reviewed this application for Visiting Scientist or Visiting Post-Doctoral Research Associate status including the estimation of resources that will be required and recommend the award of that status as described above:

(print or type name) (signature) _____
(date)

Associate Dean of Research and Advisory Services:

I approve the award of Visiting Scientist or Visiting Post-Doctoral Research Associate status as described above:

(print or type name) (signature) _____
(date)