

Summary of Visiting Scholars/Professionals and Volunteers Policy

- *Two-week Exception.* Short-term visitors staying for less than two weeks and not requiring unaccompanied laboratory access do not need a formal visiting appointment. This includes faculty participating in thesis or dissertation committees, presenting and/or attending seminars, and short-term visits to laboratories or facilities that are accompanied by the host.
- Guests/visitors staying for two weeks or more (or requiring unaccompanied laboratory access) need to have the faculty host complete a newly developed electronic workflow request with subsequent approvals by the Department Chair, Dean and Vice Provost for Faculty Affairs and, in the case of an international visitor, the ISSS office.
- Full details of the visitor, including their CV, reason for visiting, list of resources and facilities required and, if applicable, visa documentation are all needed to complete the workflow request. Additionally, the host must have completed CITI Export Control Training within the previous four years (link to this is provided within the request).
- A request is initiated via the Provost e-form for Visiting Scholars/Professionals and Volunteers:
https://my.binghamton.edu/workflow/provost_office_eforms/visiting_scholars_professional_volunteers#

Summary of Visiting Scholars/Professionals and Volunteers Policy *cont.*

- Following these approvals, the guest/visitor is issued with a formal title by the appropriate Dean's office and the information on the visitor is transmitted to Human Resources (HR). Subsequently, a BU identification card is issued to the guest/visitor, who must display their card on outer clothing at all times during their work. Access to appropriate laboratory facilities is subsequently determined by the department's building administrator.
- Individual hosts, programs, department and campus organizations are accountable for their guests/visitors throughout their stay at Binghamton University. Even if a visitor is staying for less than two weeks, the host still needs to ensure that that person is not left unaccompanied during that time on campus.
- If a visitor is going to stay for more than two weeks, or is carrying out teaching and research activities that require access to university facilities during their time here, then the host must ensure that the guest/visitor is approved in advance of their visit.
- Hosting international guest/visitors requires that the host has completed CITI Export Control Training within the past four years.
- The host must also ensure that the guest/visitor obtains their university ID immediately after they arrive on campus, and surrenders this at the conclusion of their visit. If the guest/visitor is working in a research laboratory, it is the responsibility of the host that the guest/visitor displays their university ID card during the course of their work.

Visiting Scholars/Professionals and Volunteers Policy

Binghamton University strongly encourages an open environment that fosters a free exchange of ideas in academia and beyond; this is a prerequisite for cooperation across disciplines. As a destination for visiting scholars, scientists, engineers, researchers and employees from foreign academic institutions, industry, and governmental bodies, our campus encourages the open exchange of ideas from people across the globe in our efforts to drive the advancement of human knowledge and understanding. Although we want to foster an environment of academic freedom and free speech, our process of hosting domestic and international visitors must also comply with existing U.S. federal laws and regulations.

Guests/Visitors. Binghamton University is committed to providing a safe and lawful environment for students, staff, faculty, volunteers, and guests/visitors. All guests/visitors and volunteers are required to adhere to all Binghamton University policies and procedures, and must comply with all applicable federal, state, local laws, regardless of the length of their visit. Specific policy rules and procedures that must be followed in hosting Visiting Scholars/Professionals and Volunteers are detailed below.

Contact information is expected to be available and provided for guests/visitors when requested by a university official. Those individuals, programs, departments, and campus organizations who are hosting guests/visitors are accountable for the behavior of their guests/visitors at all times. At any time, the University Police or other University officials may ask guests/visitors to state their reason for being at the University and request appropriate identification as a condition of entry to or continued presence at specific facilities, activities, or functions.

Visiting Scholars/Professionals and Volunteers Policy *cont.*

Two-Week Exception. To accommodate the common situation of short-term visitors staying for no more than two weeks, and not needing to be granted *unaccompanied laboratory access*, a formal visiting appointment is *not* required. This includes faculty participating in thesis/ dissertation committees and presenting and/or attending seminars.

Guests/Visitors for More Than Two Weeks. Faculty and staff who invite a guest/visitor, including volunteers, that will stay at the university for more than two weeks are responsible for ensuring that their guest/visitor obtains approval from the Chair/Head of the department/unit, the appropriate Dean's office, and the Vice Provost for Faculty Affairs, *prior to their visit*. A request should be initiated via the Provost e-form for Visiting Scholars/Professionals and Volunteers:

https://my.binghamton.edu/workflow/provost_office_eforms/visiting_scholars_professional_volunteers#. Following approval, the guest/visitor will be issued with a *formal Visiting Scholar/Professional/Volunteer appointment*.

Upon arrival, the guest/visitor must immediately obtain *a university identification (ID) card*. These identification cards are issued by the ID office in the Alumni Center. The ID card can provide access to university facilities, including scientific and engineering laboratories, subject to approval by the appropriate department's building administrator. All the identification cards must be returned to the host and destroyed upon conclusion of the visit. Cardholders must surrender the card upon request of an authorized University official as the identification card is the property of the University.

Visiting Scholars/Professionals and Volunteers Policy *cont.*

Guests/Visitors Utilizing Research Laboratories and Facilities. All visiting faculty and scholars working within the University laboratories, *irrespective of their length of stay*, must be issued with a *formal Visiting Scholar/Professional/Volunteer appointment* and comply with all applicable departmental and college/school policies, including those of Environmental Health and Safety and the Division of Research. Individuals authorized to conduct research within the University laboratories and other secure areas must also obtain a *lanyard and ensure that their university-issued ID card is visible on an outer garment during their work.*

Responsibilities of the Host. Individual hosts, programs, departments and campus organizations are accountable for their guests/visitors throughout their stay at Binghamton University. Even if a visitor is staying less than two weeks, the host still needs to ensure that the guest/visitor is not left unaccompanied during that time on campus. If a visitor is going to stay for more than two weeks, or is carrying out teaching and research activities that require access to university facilities during their time here, then the host must ensure that the guest/visitor is approved in advance of the visit and is issued a *formal Visiting Scholar/Professional/Volunteer appointment prior to their visit.* This should be initiated via the Provost e-form for Visiting Scholars/Professionals and Volunteers:

https://my.binghamton.edu/workflow/provost_office_eforms/visiting_scholars_professional_volunteers#. Hosting international guests/visitors requires that the host has completed [CITI Export Control Training](#) within the past four years.

Visiting Scholars/Professionals and Volunteers Policy *cont.*

Responsibilities of the Host. (*cont.*) The host must also ensure the guest/visitor obtains their *university ID* immediately after they arrive on campus, and surrenders this identification card at the conclusion of the visit. If the guest/visitor is working in a research laboratory, it is the responsibility of the host that the guest/visitor displays their university identification card during the course of their work.

Special Situations. If an approval is considered by the respective Dean's office to be complex, the Office of the Provost should be contacted prior to approval of the visit.

Visiting International Undergraduate Student Interns. The sponsoring academic department of international undergraduate students who have yet to attain the equivalent of a U.S. bachelor's degree and who are conducting research or completing an internship at Binghamton University should follow the [J-1 Student Intern request process](#) in collaboration with the office of International Student and Scholar Services (ISSS).

Flow Chart for Visiting Scholars/Professionals and Volunteers

