

## Guidelines for Academic Visitors

The College of Business Administration is supportive of academic visits by colleagues. Such opportunities for direct interaction between CBA faculty members and visiting colleagues foster a stimulating intellectual environment both in our college and in the larger academic community.

### **Types**

- **Short-term Academic Visitor** (normally staying longer than two weeks up to a maximum of 6 months)
- **Long-term Academic Visitor** (normally staying longer than six months but no more than a calendar year)

### **Requirements for Consideration**

- Applicants should have minimum academic qualifications All But Dissertation (ABD) or completed Ph.D. in a related field.
- No application will be considered unless a current CBA faculty member is willing to be the campus host for the *Academic Visitor*.
- The departments normally support one *Academic Visitor* per year.
- Approval of the application depends on availability of office space during the visit.

### **Application Process**

- A prospective *Academic Visitor* should send an application to the department chair. The application should include
  - Cover letter expressing the intent,
  - Academic vita,
  - Research plan,
  - Statement of academic goals,
  - Documentation of foreign degree or U.S. degree appropriate to field of endeavor,
  - Statement of CBA support needed, and
  - Benefits of the visit to the department and/or to the college.
- Preference will be given to proposals that can demonstrate strong potential for collaboration with CBA faculty with clearly stated research and co-authorship plan, together with planned seminars to be presented during the visit.
- The department chair will review the application and propose *Academic Visitor's* approval to the Dean, who will make the final decision.