**VISITING/HONORARY APPOINTMENTS  
(Information regarding International Visitors, page 3)**

Units within the School of Education (SoE) may wish to provide a Visiting/Honorary appointment to an individual so they will have official University status during their period of affiliation with the University.

The most common form of such affiliation is an appointment as a Z90NN Honorary Associate/Honorary Fellow. As defined in [Unclassified Title Guideline (UTG)](http://www.ohr.wisc.edu/polproced/utg/tblcnts.htm), “this title designates the holder of a fellowship (usually postdoctoral) administered outside the University or a courtesy appointment for a visiting scholar. This temporary appointment is used to provide an official University affiliation and identification without pay.” Appointments of this type must be of mutual benefit to both the individual and to the School of Education/UW-Madison. All Visiting/Honorary appointments must have prior approval from the School of Education Business Office.

A document is provided which summarizes important information regarding Visiting/Honorary appointments. The document includes a summary of:

* Accesses and rights provided to Visiting/Honorary appointees.
* Issues supervisor/mentor, chair/director, and appointees should discuss in regard to the appointment.
* Compliance information.
* Intellectual property information.
* Sponsored research information.

Occasionally, a department/center will wish to designate a visiting professor, visiting scientist, or other appropriate zero dollar unclassified title. In those cases, the sponsoring unit must demonstrate that there are good institutional reasons why a title other than Z90NN Honorary Associate/Honorary Fellow is more appropriate.

**VISITING/HONORARY APPOINTMENT PROCEDURES**

1. Prepare and submit a Visiting, Zero Dollar, Honorary Appointment Request Form to Melissa Amos-Landgraf in the Business Office, Room L259 (form is on the web).

(Occasionally, a department/center will wish to designate a visiting professor, visiting scientist, or other appropriate zero dollar unclassified title. In those cases, the sponsoring unit must demonstrate that there are good institutional reasons why a title other than Z90NN Honorary Associate/Honorary Fellow is more appropriate.)

2. The Assistant Dean for Human Resources will review the request. If approved at the division level, the approved appointment title and an approval signature will be added to the request form. If approval cannot be granted, communications will occur between the Office of Human Resources and Department/Center.

3. The Office of Human Resources will make an electronic copy of approved request form. The original will be returned to the department/center.

4. If a draft letter of appointment letter with chair/director signature was provided with the request form, the letter will be approved and returned to the department/center.

5. Department/Center will enter the appointment in JEMS and forward appointment letter to the appointee.

\*\*To expedite the process, provide the request form and draft offer letter as electronic documents to [amoslandgraf@education.wisc.edu](mailto:amoslandgraf@education.wisc.edu).

**Summary of Information for Visiting/Honorary Appointments**

Visiting appointees to research, teaching, and outreach programs in the School of Education should be appointed on a Visiting/Honorary Appointment within the Department/Center in which they will affiliate during their time at the University of Wisconsin-Madison. Under a visiting/honorary appointment, the appointee should have access to departmental research facilities, office and/or laboratory space as appropriate, and access to colleagues. In addition, they should have all rights accorded to University of Wisconsin-Madison visiting appointees, including the use of libraries.

Visiting/honorary appointees should discuss with their sponsoring Department/Center their

appointment type, campus/department policies/procedures, enrollment procedures, accesses,

rights and expectations involving research and intellectual property, and liability/insurance

issues.

Departments/Centers will provide an official appointment letter for the individual when

the appointment is finalized (see appointment letter template). The University of Wisconsin-Madison does not waive costs for visitors to enroll in classes. Visitors would have the option to apply for enrollment through Admissions at http://www.wisc.edu/admissions/ Dependent upon the enrollment type appropriate for the visitor (e.g., graduate, professional, special, guest), procedures and costs will vary.

The UW-Madison requires investigators to satisfy compliance requirements when conducting

research involving animal care and use, human subjects, or stem cells, as well as biological

safety (basic), radiation safety, and/or chemical safety. Information about these compliance

requirements can be found at http://www.grad.wisc.edu/research/policyrp/index.html.

Visiting/honorary appointees are encouraged to visit this website and to discuss with their Chair, Director, or research mentor how to meet the compliance requirements listed.

**School of Education Policy on International Visiting Scholars**

Our academic community benefits greatly from the presence of visiting international scholars. There are responsibilities borne by School of Education faculty and staff associated with international visiting scholars. To ensure clarity in responsibilities, we adopt the following processes and policies.

* The process for accepting of visiting scholars is within the responsibility of the departments/units. Departments are expected to submit their policy to the Global Education Committee for information purposes.
* An individual faculty or staff member must sponsor each visiting scholar. Individual sponsors are expected to take an active role in the scholar’s visit.
* Departments/ units may choose to set limits on the number of scholars an individual may sponsor.
* When considering an application of a visiting scholar, we would expect the department /unit to review:

The visitor’s reason for the visit

The visitor’s plan for research/ study

The visitor’s language proficiency

The department’s capacity to support the scholar

* At the conclusion of their stay, each visiting scholar is expected to provide a report of the visit to the Global Education Committee.
* Visiting scholars may observe classes with prior permission of the instructor. If an individual wishes to audit a course, campus regulations – including fees - apply.

Visiting scholars will pay an administrative fee of $300 to the School of Education to cover administrative costs such as appointment processing, technology connections, etc. (Effective for appointments with start dates on/after July 1, 2013.)

The administrative fee shall be split as follows: 1/3 to the School of Education and 2/3 to the department/unit.

Departments may petition the Business Office for the waiver of this fee (for reasons such as reciprocity of the visit) or they may waive their portion of this fee. Alternatively, a department may fund the full fee.

Waiver requests, department waiver decisions, and/or department decisions to fund the full fee should be emailed to the Associate Dean for Administration.

The $300 check or money order, made payable to the University of Wisconsin-Madison, **should** be included **with** the Zero Dollar Request Form and sent to Melissa Amos-Landgraf, Associate Dean for Admninistration. The Zero Dollar Request form is located on the web at: <http://businessoffice.education.wisc.edu/bo/hr-payroll-benefits/unclassified>