Visiting Scholar Procedures for Academic Units

October, 2013

Overview

Prospective hosting academic units are now able to independently initiate and administer ‘Visiting Scholar’ status for new and renewing eligible individuals. This will involve entering and maintaining information about new Visiting Scholars in your units into the M-Community Sponsor System and coordinating the credentialing process as described in the document below titled: “Visiting Scholars In M-Community”

Academic Human Resources (AHR) continues to retain policy oversight for Visiting Scholar issues and is available to respond to policy issues as they may arise. Detailed information describing the VS program ‘rules and regulations’, as well as related reference information, continues to be available on the AHR website at: http://hr.umich.edu/acadhr/visitingscholars/index.html. This information may be supplemented, as needed, based on feedback from sponsoring units.

AHR will also continue to be available to consult and assist hosting academic units with VS-related questions via email at: hr-acadhr@umich.edu or telephone at (734) 763-8938.
**Visiting Scholars In M-Community**

**Background**

As with other business processes, hosting academic units are responsible for assuring that their designated representatives involved with administration of Visiting Scholar status do so in a manner that is consistent with relevant University policies described on the Academic HR website at: [http://hr.umich.edu/acadhr/visitingscholars/index.html](http://hr.umich.edu/acadhr/visitingscholars/index.html)

Some of the services and resources associated with Visiting Scholars are NOT available to individuals who do not meet the definition of a Visiting Scholar in all respects. As a matter of compliance with University policies, contractual arrangements with vendors, or legal statutes and regulations, such individuals should not be credentialed as Visiting Scholars. Consequently, use of the ‘Visiting Scholar’ designation for such individuals could result in negative repercussions for the University, for University faculty or staff members knowingly involved in misrepresenting the circumstances of a visitor- and not least of all, potentially for sponsored individuals themselves.

Though not all forms of ‘visitors’ to the University of Michigan are eligible to be “Visiting Scholars”, this does not foreclose the possibility that such persons may be appropriately hosted and sponsored by academic units, either through M-Community or in another more appropriate status. For example, visiting graduate students, visiting undergraduate students, visiting instructional or research faculty who will be performing services for the University during their stay, visiting conference attendees, etc. can all be invited, sponsored and credentialed in an appropriate capacity other than as Visiting Scholars. As examples:

- Visiting instructional faculty can be addressed by administrators in academic units, Academic Human Resources, or by reference to SPG 201.34-1. [http://spg.umich.edu/policy/201.34-1](http://spg.umich.edu/policy/201.34-1)

- Visiting research faculty can be addressed by administrators in academic units, the Office of the Vice President for Research [http://research.umich.edu/policies/research-faculty/appointments-and-promotions/#13](http://research.umich.edu/policies/research-faculty/appointments-and-promotions/#13)

- Visiting graduate students can be addressed by administrators in academic units, or by the Rackham Graduate School [http://www.rackham.umich.edu/faculty_staff/information_for_programs/coordinators/visiting_graduate_students/](http://www.rackham.umich.edu/faculty_staff/information_for_programs/coordinators/visiting_graduate_students/)

- Visiting undergraduate students can be addressed by administrators in academic units with the assistance of the Office of the Registrar.

Consult your unit administrator for additional assistance with identifying an appropriate approach for visitors who are not Visiting Scholars, as described in this document.
Credentialing Visiting Scholars Using the M-Community Sponsor System

“Visiting Scholars” meeting all characteristics and requirements specified on “Visiting Scholars” section of the Academic Human Resources website (http://hr.umich.edu/acadhr/visiting scholars/index.html) may now be ‘sponsored’ independently by hosting academic and research units, through use of the online M-Community Sponsor system. The ‘sponsor system’ allows hosting academic and research units to independently arrange the following services for Visiting Scholars that they authorize and sponsor at the University of Michigan.

➤ Becoming a Sponsorship Administrator in M-Community
Detailed information regarding the process of becoming an authorized sponsor in M-Community, as either a unit ‘Sponsor Authority’ or ‘Sponsor Administrator’ is available at: http://www.itcs.umich.edu/itcsdocs/r1459/

➤ Obtaining a UMID#
As Academic Affiliates in the M-Community Sponsor System (MCSS), Visiting Scholars must have what the M-Community Sponsor System terms a “strong identity”. The creation of such an identity in the Sponsor System results in an entry in Wolverine Access and the creation of a UMID (U-M identification) number in Wolverine Access.

➤ Getting a Uniqname, Directory Profile, and Computing Services—Sponsored People
Refer to ITS documentation currently located at: http://www.itcs.umich.edu/accounts/uniqname-processes/

➤ Obtaining a University of Michigan ID Card (M-CARD)
Visiting Scholars are issued a special University of Michigan photo identification card (Mcard). This card is required of all members of the University community, and must be presented for access to the services and facilities listed below. Visitors may obtain an Mcard at one of several ID Issuing Stations on campus.


Visiting Scholars must bring a Mcard Request and Change form and $4.00 to an ID Issuing Station. MCard Issuing stations are located at: http://www.finance.umich.edu/node/1982

➤ Library Borrowing Privileges
Sponsors of authorized Visiting Scholars can arrange access to a variety of University Library collections and other resources. Such access begins with completion of the University Library’s on-line form located
at: [http://www.lib.umich.edu/files/services/forms/visiting.pdf](http://www.lib.umich.edu/files/services/forms/visiting.pdf) All questions related to University Library facilities and services should be directed to the University Library. [http://www.lib.umich.edu/](http://www.lib.umich.edu/)

➢ **Immigration & Visa Status**
As always, questions about immigration or visa status should be discussed, in advance of any commitments being made to Visitors, with local unit immigration liaisons and/or the International Center at. [http://internationalcenter.umich.edu/](http://internationalcenter.umich.edu/)

➢ **Other Services and Facilities:**
Distribution of keys, arranging appropriate access to buildings and the use of facilities, equipment and services remains the responsibility of hosting academic units.
Online ‘Sponsor System’ Documentation

Information Technology Services documents, supports and is responsible for technical information about the workings of the MCommunity Sponsor System. Some helpful available resources include:

MCommunity FAQ: Sponsor System
http://www.itcs.umich.edu/mcommunity/faq/sponsor.php

Using the MCommunity Sponsor System Via the Web (Includes information about creating reports to monitor VS data)
http://www.itcs.umich.edu/itcsdocs/s4356/

MCommunity Sponsor System Overview
http://www.itcs.umich.edu/itcsdocs/r1458/

MCommunity Sponsor Administration Policies/Agreement’
http://www.itcs.umich.edu/itcsdocs/r1459/

Online Access Request System:
http://www.mais.umich.edu/access/accessprocess.html
Generic Sponsoring Unit Authorization Letter to a New Visiting Scholar

Issued On Sponsoring Academic Unit Letterhead Stationery

Date

Dear [NAME]:

I am pleased to inform you that your request for visiting scholar status at the University of Michigan for the period [Begin Month/day/year] to [End Month/day/year] has been approved. As your sponsor [Name of contact person] in [Name of hosting School, College, Institute, or Department] will be your primary contact during your visit. The conditions of visiting scholar status are subject to change without notice, and, consistent with University policy and practice, the status may be canceled at the discretion of the University.

Your University of Michigan identification number is [12345678]. You will need to present this letter to obtain a University ID card (Mcard) and to obtain library privileges. Please contact [Administrator Name at phone number or email address] in [sponsoring Department/School/Institute] to arrange computing/information technology services. [In some cases, computing services will be arranged within the hosting academic unit. In other cases, you will need to contact the University’s Information and Technology Services (ITS) office to make arrangements.] Enclosed is a brochure with more information about services and resources during your visit.

International visiting scholars with a J-1 visa issued through the University of Michigan are required to participate in a mandatory immigration check-in at the University’s International Center. International visitors are also required to have health insurance which meets Federal and University standards throughout their entire stay.

If you have any questions regarding your visiting scholar status at the University of Michigan, I can be reached at [Phone number] or via email at [XXX@umich.edu.]

Sincerely,

Name
Title of Authorized Individual in Sponsoring Academic Unit

cc: Academic Human Resources