

Visiting Scholar and Postdoctoral students
Fox School of Business
Management Information Systems
(revised January 29, 2009)

Visiting scholars and postdoctoral students are a valuable resource; they can provide new ideas, complement existing skills, and can help expand the reach and reputation of the Fox School and Temple University. However, although visiting scholars and post-docs are often budget neutral, they are not a “free” resource. Each visitor requires support and to maximize value for Temple and the visitor, it is important to think through the implications and needs of each visitor in advance. Please view the following guidelines as a checklist to consider these needs.

- Each faculty visitor or student must have a faculty sponsor. The faculty sponsor is responsible for the person’s visit, this includes championing the needs of the individual and also ensuring that the visitor benefits from the experience and provides value to the school and department. The faculty sponsor must ensure that the selected individual is a good ambassador for the school and department. Further, the faculty sponsor should also understand that the visitor will need help with housing, banking, and other personal needs. The faculty sponsor should be ready to be the first point of contact for the visitor on personal needs.
- Students are typically not funded by the department or school. They will need to bring their own funding.
- If the visitor will teach or co-teach classes, present research, or otherwise interact with students, the faculty sponsor should also ensure and certify that the proposed individual has adequate command of English.
- If you would like to bring a visitor please discuss the idea with the department chair who will also gain preliminary approval from the dean’s office.
- Temple University has a number of financial and legal requirements and guidelines that have to be documented and approved before a formal invitation can be issued. The guidelines for postdoctoral fellows can be found at:

<http://www.temple.edu/grad/pfo/index.html>

The Fox School’s deans office will assist with fulfilling the paperwork and gaining final university and school level approval.

- The selected faculty or student visitor is in general entitled to office space, computer, Internet connection, and phone access during their visit. These benefits are not guaranteed and should be agreed upon in advance and will depend on the rank of the individual and availability of resources.
- The selected faculty or student visitor is also entitled to administrative support during their visit in line with their current rank – for example, senior research faculty scholars will be provided support comparable to full-time senior research faculty at Temple.