

# **Visiting Scholars and Other Visitors - Without Salary (WOS)**

## **APM 430**

Visiting Scholar - Title Code 3299  
Visitor (Graduate) - Title Code 3730  
Visitor (Undergraduate) - Title Code 3731

**Description:** A person on leave from an academic appointment, other employment, or student enrollment at a home institution or other entity may be appointed as a Visitor to the University of California to participate in a short-term educational, research, or other academic project under the supervision of an academic appointee. A Visitor shall be designated, as appropriate, as a Visiting Scholar, Visitor (Graduate Student), or Visitor (Undergraduate). One-time participants in accredited continuing education activities are exempted from these definitions.

**Criteria for Appointment:** A Visiting Scholar must possess a terminal degree appropriate for this status. A Visitor (Graduate Student) and Visitor (Undergraduate) must be enrolled in a degree granting program or equivalent at an institution of higher education other than the University of California. The appointment must serve an academic purpose for the unit in which they are visiting.

**Term of Appointment:** Visitors are appointed for short periods not to exceed one year (12 months), and more typically, for six (6) months or less. The appointment is self-terminating. Reappointment is permitted. The University of California may terminate the appointment without prior notice and withdraw associated privileges.

**Salary:** **a)** Visitors are ineligible for compensation, whether in the form of salary or wages, from the University of California. **b)** Visitors are self-supported and must provide evidence, appropriate to the duration of the appointment, of adequate support from external sources and of health insurance.

**Health Insurance:** Effective Sept. 1, 2013, all UCR's new and extending J-1 scholars must show proof of medical insurance that meets the J-1 visa insurance requirements. This may be done by purchasing the UCR-VSP, or by providing proof of insurance from another insurer or from their home country. The scholar may opt-out of UCR-VSP by demonstrating proof of comparable coverage for the duration of the appointment period. Garnett-Powers & Associates (GPA) has partnered with UCR to offer a comprehensive medical insurance plan through its administrator, United Healthcare Student Resources. To view details or to enroll via a toll free customer service line at 888-441-3719, or via e-mail at [UCRVSP@Garnett-Powers.com](mailto:UCRVSP@Garnett-Powers.com). Scholars may visit the UCR-VSP web site for information or to enroll in the plan at <http://www.garnett-powers.com/academics/ucr/>. Scholars will be required to either enroll in the new plan or be granted a waiver of enrollment within 31 days of their appointment begin date.

**Appointment Authority:** Dean's appointment.

### ***Appointment File:***

- Chair's letter of recommendation explaining the purpose of the appointment and the beginning and end dates of the appointment. Department vote not required since UC funds are not committed. Include a statement that the appointment is without salary.
- Signed biography form
- CV