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SECTION: ACADEMIC AFFAIRS

AREA: GENERAL ADMINISTRATION

SUBJECT: ACADEMIC VISITOR STATUS FOR UAMS CAMPUS

POLICY

In order to promote campus scholarly activities, there are many instances in which persons without a continuing formal status as student, faculty, or employee may engage in activities on campus and need to use campus facilities.

Persons who hold academic teaching appointments in an established college or university and who are appointed to a visiting teaching position at UAMS may be given a visiting appointment at UAMS at the same or equivalent rank they hold at their home institutions. Visiting faculty, fellows, and students who do not hold regular academic rank at another institution may be appointed as visiting lecturers or fellows.

PROCEDURES

- A. A *Visiting Staff Member Appointment Form* is required (page 3 of this policy). The appointment form will be approved by the appropriate Dean or Cabinet level official and forwarded for approval to Vice Chancellor for Academic Affairs. Complete forms should indicate length of stay, scope of responsibilities, requested privileges and/or fringe benefits. The Vice Chancellor for Academic Affairs will route approval to appropriate departments for access and application of requested privileges.
1. All visiting staff with stays over 10 working days must be issued campus ID badges.
 2. If requested and approved, visiting staff with ID badges may have access to campus facilities, such as the Library, Laboratories, Computing Services, Human Resources or Immigration, key or key card issuance, etc.
 3. The host department is expected to assume financial backup responsibility for any privileges extended (dormitory damage, telephone bills, overdue or missing books, parking tickets, etc.).
- B. Appropriate titles may include:
1. **Standard faculty ranks, modified by the descriptor "Visiting":**
These titles may be used in cases where there is some compensation from some source, but do not automatically carry any eligibility to vote on faculty matters (unless otherwise specified in the College by-laws). Appointment request package must include FAF (Faculty Appointment Form).

2. **Miscellaneous special titles, modified by the descriptor “Visiting” or “Guest”:** (Visiting Scholar, Visiting Researcher, Visiting Research Fellow, College of Pharmacy Guest, etc.). Access to privileges should be requested on appointment form. Privileges will be on an ad hoc basis as arranged by the host unit with the service provider.
3. **Visiting Students or Clerks:** Regulations will vary by College; the LCME has published guidelines for visiting medical students, and these regulations will be considered to be in effect for such students - they may include requirements for registration, payment of some fees, proof of health insurance, issuance of grades, etc.
Visiting student status must be approved by the Dean of the appropriate college prior to arrival on campus. In the special case of graduate students, both College and Graduate School Deans must approve prior to the visitor arriving on campus.

Special Considerations for Visiting Housestaff:

A housestaff member (also termed intern, resident or fellow) is an individual selected through one of the matching programs or accepted selection processes for the residency/fellowship. The individual must intend to complete the entire training program. Elective or short-term rotations by trainees from institutions outside UAMS are discouraged. All requests for elective or short-term rotations by trainees from other institutions must be made by the departmental chair and approved by the GME Committee. Requests to the GME Committee must include the following information about each trainee:

1. Institution of current program
2. Length of rotation
3. Credentials including medical school graduation and/or ECFMG certification, or full and unrestricted license to practice in the US
4. Financial source of stipend, benefits
5. Person who assumes malpractice responsibility at UAMS

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
VISITING STAFF MEMBER APPOINTMENT FORM**

Name of Appointee: _____ SSN or INS Number: _____

College: _____ Date: _____

Department: _____ Requesting Chair: _____

Department Number: _____ Slot: _____

Requested Title: _____

Requested Appointment Period-Starting Date: _____ Ending Date: _____

Requested Percent Time: _____

Source of Compensation: _____

Reason/Justification of Appointment: _____

Requested Privileges/Benefits (i.e. computer access, library, hospital courtesy privileges, malpractice coverage):

Home Account Number for Financial Backup: _____

Approvals:

Department Chair: _____ Date: _____

Dean: _____ Date: _____

Vice Chancellor for Academic Affairs: _____ Date: _____

**ALL SIGNATURES MUST BE OBTAINED AND CURRENT CURRICULUM VITAE MUST BE
ATTACHED OR FORM WILL NOT BE ACCEPTED**

Attach other documents as required (network security acknowledgment, Asst. Dean for GME authorization, other).