

**University of Pennsylvania  
Perelman School of Medicine**

**PSOM Visiting Scholar Policy and Appointment Process**

Purpose

The purpose of this policy is to establish guidelines for the appointment of visiting scholars at the Perelman School of Medicine.

Introduction

It is recognized that individuals from other institutions (e.g., universities, colleges, government agencies, foundations or industry) may seek to visit the University of Pennsylvania to learn and exchange ideas and expertise. These visits are regarded as an important component of the research and training mission of the Perelman School of Medicine. The title of PSOM Visiting Scholar is intended for individuals who currently hold a position elsewhere and are coming to the Perelman School of Medicine for a defined period of not less than 3 weeks and not more than one year. This policy is not applicable to individuals who hold a full-time faculty position at another institution, are students enrolled in a degree-granting program at another institution, or are eligible for an appointment as a postdoctoral trainee as these categories fall under the guidance of the existing University of Pennsylvania policies:

Visiting Faculty: <http://www.upenn.edu/provost/images/uploads/FacultyHandbook2011.pdf> Visiting Student: [http://www.med.upenn.edu/bgs/visiting\\_policies.shtml](http://www.med.upenn.edu/bgs/visiting_policies.shtml)  
Postdoctoral Trainees: <http://www.med.upenn.edu/postdoc/policies.shtml>

In addition, the process for students from international medical schools seeking research experiences as a Global Health Programs Short-Term Scholar can be found under the heading of "Research Opportunities for Medical Students" on the following webpage: [http://www.med.upenn.edu/globalhealth/intl\\_students.shtml](http://www.med.upenn.edu/globalhealth/intl_students.shtml).

The department will serve as the responsible entity for hosting the Visiting Scholar, and will ensure adherence to all relevant university and school policies and procedures: included in this are completion of the Patent Policy Participation Agreement form and any institutional training and/or certification requirements. Appointment as a Visiting Scholar is not an employment contract. Accordingly, the appointment may be terminated at any point for unsatisfactory activity, conduct, or for other reasons.

Definition

To be eligible for appointment as a "PSOM Visiting Scholar," an individual must meet the following criteria:

- hold a position at his/her home institution to which he/she could return at the end of the Visiting Scholar appointment at Penn
- hold a terminal degree in his/her area of expertise, usually a Ph.D., D.Phil., or M.D. (or equivalent)
- Is expected to visit and shall be appointed, for a defined period of not less than 3 weeks but not more than one year
- Must not be eligible for appointment as a postdoctoral trainee
- Must not be either a full-time faculty member, or a student in training at the home institution
- Must not perform any clinical duties or have patient care responsibility while at Penn
- Must have appropriate financial support, including health coverage, from either the host entity and/or from the home institution
- Must have a faculty sponsor at Penn

### Process

A faculty member requesting appointment of a PSOM Visiting Scholar to his or her laboratory must provide a letter of appointment (template attached) to the department chair and business administrator with documentation supporting the criteria listed above.

Acceptable documentation must include, at a minimum:

- a brief statement that defines the purpose, location, and duration of the request
- proof of a terminal degree
- a letter from the home institution that verifies the employment status in good standing, the employment duration, and the promise of position retention upon return to the home institution.
- proof of financial support (in US dollar equivalents), either from the host entity and/or from the home institution (may be a combination of both)
- plan for health insurance coverage (see below)

### Length of Appointment

The appointment of a PSOM Visiting Scholar will be for a maximum of one year. Oversight of Visiting Scholar appointments is the responsibility of the appointing Department Chair.

### Health Insurance Coverage

PSOM Visiting Scholars must either provide evidence of health insurance or participate in a health insurance plan offered by the University. Premiums for the coverage will be the responsibility of the Visiting Scholar or the hiring department. It is recommended that Visiting Scholars from outside of the United States utilize the J-1 Exchange Visitor Program. Program regulations require that "J-1 Exchange Visitors and their dependents are required to have health insurance at all times."

Foreign Nationals


The department should contact the Office of International Programs – International Student and Scholar Services (OIP-ISSS) for the immigration paperwork needed to invite foreign national Visiting Scholars to PSOM.

Contact Information

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<p><b>Supersedes: Visiting Scholar Policy approved on 1/30/06</b></p>	<p><b>APPROVED:</b>  <b>Executive Vice Dean and Chief Scientific Officer Perelman School of Medicine      Date: 8/1/12</b></p>
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