

Department of Design, Housing, and Apparel

VISITING SCHOLARS GUIDELINES

August 2016

The Department of Design, Housing, and Apparel welcomes visiting scholars to conduct research with our faculty. The visit is initiated by the scholar.

Department Guidelines:

- The visiting scholar research agenda must be compatible with a DHA faculty member.
- The visiting scholar must be able to fluently speak and understand English.
- Visiting scholars must have funding to support themselves.
- The visiting scholar will present his/her research at a department meeting, or seminar prior to their departure.
- The department will provide a shared work office space, email account, and library privileges.
- The suggested number of visiting scholars at one time is two.

Process:

- The visiting scholar sends a request to either a faculty member or the department head. If the faculty member receives the request, it should be forwarded to the department head.
- The request is shared with members of the appropriate program to see if the visiting scholar's research agenda is compatible with the research of faculty, and if anyone is willing to host the visiting scholar.
 - Hosting duties include:
 - Collaborate on research and teaching projects
 - Introduce the visiting scholar to resources on campus and in the Twin Cities area.
- Once a host is identified, the vitae is shared with all DHA faculty prior to a department meeting. The potential host introduces the candidate's vitae, and opens the floor for discussion about the candidate. Faculty vote on issuing an invitation to the candidate.
- If the faculty approve, the department head sends an official invitation to the visiting scholar.
- The department administrator works with the visiting scholar to process the appropriate paperwork.
- Upon arrival the visiting scholar will meet with the faculty host, department head, and department administrator. He/she will be introduced at the first department meeting held after arrival.