

GSD Non-Faculty Visiting Appointments

These unpaid academic appointments are governed by policies set forth in the Non-Faculty Academic Appointments Handbook at <https://www.gsd.harvard.edu/resources/faculty-affairs/academic-appointments-and-policies/>

- **Visiting Scholar:** A Visiting Scholar is a person with a record of distinguished scholarly achievement who is coming to conduct their own scholarship. Normally, these persons currently hold professorial or senior research appointments at other universities and are on sabbatical or leave under sponsorship of a major grant, such as a Fulbright or Guggenheim. Appointments are only considered when it is evident that residence in the GSD will be of significant benefit to the research in progress and when the residence of the scholar will benefit scholarship and/or instruction in the Faculty of Design. **These appointments are unpaid. No space, staff support, or benefits are available to Visiting Scholars, and they may not audit GSD courses.**
- **Visiting Fellow:** A Visiting Fellow is a person with some scholarly or professional achievement beyond the normal scholarly or professional degree who is coming to engage in research or otherwise participate in academic endeavors of the school. Appointments are only considered when it is evident that participation at the GSD will be of significant benefit to research or academic endeavors of the school. Most international fellows applying from abroad are funded by a foundation, government grant, or company. All international fellows should be certain they can provide evidence of sufficient funding. Visa authorization is contingent upon the certification of funds to cover expenses. **These appointments are unpaid. No space, staff support, or benefits are available to Visiting Fellows, and they may not audit GSD courses.**

GENERAL INFORMATION:

- Visiting Scholars/Fellows receive Harvard IDs and Library privileges
- The Visiting Scholar/Fellow may be assessed a fee to cover administrative overhead associated with processing and managing the appointment. This fee may, at the discretion of the sponsoring faculty member, be covered by the sponsoring faculty member's research funds

APPROVALS:

- Visiting Fellow status is **not** to be used for people who are enrolled in a degree program (doctoral or masters) at another institution. These individuals may pursue special student status through the Admissions Office, bearing in mind that Harvard is no longer able to sponsor student visas for special students (at this time only US citizens or permanent residents can apply for special student status).
- Visiting Fellow status is **not** to be used for people whose principal activity at GSD will be to support, collaborate or otherwise work on a faculty research project under the direction of the faculty member. Those individuals should be hired as Research Associates and must be paid according to established GSD guidelines.
- **Requests for Visiting Scholar and Visiting Fellow appointments are reviewed for approval by the Executive Committee. Faculty are permitted to sponsor not more than one unpaid visiting appointment per year. Typically, only 4 – 6 such appointments are approved per academic year.**
- If approved, all visiting appointees must sign the appropriate Harvard University Visitor Participation Agreement: <https://vpr.harvard.edu/visitor-participation-agreements>.

For additional information regarding these types of appointments, please refer to the Non-Faculty Academic Appointments Handbook: <https://www.gsd.harvard.edu/resources/faculty-affairs/academic-appointments-and-policies/>

For questions, please contact Tim Hoffman in Faculty Affairs, thoffman@gsd.harvard.edu, 617-495-3020