

Visitors to Columbia Business School – Guidelines for Affiliation

Visitors come to Columbia from other institutions for many reasons. This document is intended to outline various categories of unpaid affiliation so that non-teaching visitors can be appointed to the appropriate category and be in compliance with University and School policies.

Please Note: Any visitor who will be collaborating with Columbia faculty must be appointed through the division and the dean's office, and requires approval by the Provost's Office.

The Provost's Office takes all appointments very seriously, and will normally vet the visitor with a level of rigor used for normal full-time appointments. Therefore, making a strong, accurate case for the appointment will help the School to move the paperwork through the process. Sponsoring faculty should submit the attached Appointment Form to Ryan Hata at least 4 months in advance of an anticipated start date, but in any case as soon as the sponsor is aware of a possible visit.

Any appointments that include teaching and/or compensation, will also require conversations with the Senior Vice Dean's Office.

Formal Visits: Allow for library and gym access

Appointments (Collaborative Scholar: may use Columbia affiliation)

- **Visiting Officer of Research (if they already hold a PhD):** Co-author or collaborator of Columbia Faculty who wishes to spend time at Columbia and may represent themselves as having a formal Columbia affiliation. They will be given the title of Senior Research Scholar, Research Scholar, or Associate Research Scholar.
- **Staff Officer of Research (if they are All But Dissertation, post-doc role, do not have a PhD, or are practitioners):** Co-author or collaborator of Columbia Faculty who wishes to spend time at Columbia and may represent themselves as having a formal Columbia affiliation. They will be given the title of Staff Associate.

Designations (Non-Collaborative Scholar: may NOT use Columbia affiliation)

- **Visiting Scholar:** Researcher who wants to conduct their own NON-collaborative research at Columbia, may NOT co-author work with Columbia faculty, and may NOT represent themselves as having a Columbia affiliation. Visiting Scholars may audit no more than two classes with the appropriate permissions.¹

Informal Visits: No facilities access

- Co-author or collaborator of Columbia Faculty who wishes to come for a short visit (~ less than two weeks), to work with their colleagues, but will not need access to libraries or the gym and will not represent themselves as having a Columbia affiliation.

The Chazen Institute, in consultation with the Office of the Dean, will make the final determination about the appropriate appointment category.

All formal visitors must have a faculty sponsor. The visitor and the sponsor must work with the Chazen Institute to facilitate the appointment and understand policies, rights, and responsibilities.

¹ Faculty sponsors are responsible for understanding and supporting these policies.

* Please note: University policy is very clear that people with the title Visiting Scholar must be working on their own research, and not collaborating. See links below. The Provost's Office has advised the Business School that:

The "visiting scholar" designation is to be used only for people who are coming to the University to do their own research, who are not collaborating in any way whatsoever with your faculty or officers of research....There might be situations where such people arrive to do their own research and then start collaborating with your faculty or officers of research. In such cases their status must be changed from a "visiting scholar" to an officer of research.

These policies are being implemented in order to be in compliance with this direction, and provide more transparency to the process.

http://www.columbia.edu/cu/isso/faculty/visiting_scholar.html <http://www.columbia.edu/cu/vpaa/handbook/visiting.html>

REQUEST FORM FOR FACULTY SPONSORS OF VISITORS

Please complete this form (and any additional materials) and return to: Ryan Hata, rkh2127@gsb.columbia.edu

Name of Columbia Faculty Sponsor:

Date:

Signature of Columbia Faculty Sponsor:

Name of visitor:

Current Affiliation of Visitor (Home Institution, Organization, etc.):

Current Visa Status:

Email Address:

Dates of visit:

Please specify the type of visitor:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Faculty member, please specify title: and home university | <input type="checkbox"/> Practitioner |
| <input type="checkbox"/> PhD Student | <input type="checkbox"/> Post-doc |
| <input type="checkbox"/> Other; please describe: | |

Will this visitor be on a formal leave from another institution (academic or otherwise)?

- Yes.
 No.

Will this visitor be participating in collaborative research; e.g. coauthoring papers, chapters or books, collecting and analyzing data together, co-PIs on grant(s), etc.:

- Yes. The visitor will be appointed as "Officer of Research/Staff Officer of Research" with titles such as "Research Scholar", "Staff Associate" or "Adjunct Research Scholar"
 No. The visitor will be designated as "Visiting Scholar"

Who will pay the administrative and monthly fees?:

- Application Fee: \$30
- Visiting Doctoral Student: \$100 per month
- Visiting Alumni of Columbia Business School: \$100 per month
- Visiting Faculty: \$225 per month
- Practitioner or Corporate-Sponsored Scholar: \$450 per month

- Visitor
 Department, please include account details/chart string and signature of responsible party:

Chartstring: _____

Signature: _____

Note: Any payments or reimbursements to visitors in any capacity must be reviewed by the Dean's Office in advance to insure compliance with university policies. Please do not make any verbal or written commitments to visitors without such advanced notice.

Visiting Scholar, Officer of Research, and Staff Officer of Research Policies and Procedures

The following policies and procedures are designed to govern the Chazen Institute's Visiting Scholar Program at Columbia Business School. They are meant to ensure compliance with Columbia University's regulations, as well as preserve the purpose and integrity of the Visiting Scholar Program.

Visiting scholars, Officers of Research, and Staff Officers of Research, and Adjunct Officers of Research (upon arrival) are required to meet with the Chazen Institute's Program Manager to review these policies and procedures and to sign their names affirming that they understand the program guidelines.

Please note that, visitors may be granted one several designations by the University. The designation is dependent on whether the visitor and faculty sponsor intend to collaborate on research that may/will result in a co-authored paper and/or publication.

- Visitors who collaborate on research **must** be appointed as*:
 - 'Officer of Research' (if they already hold a PhD) or (e.g. 'visiting research scholar' or 'adjunct research scholar')
 - 'Staff Officer of Research' (if they do not have a PhD) (e.g. 'staff associate')
- Visitors who only conduct independent research **must** be designated 'Visiting Scholars'

Once the Chazen Institute's Program Manager is informed about a visitor planning to come to Columbia, he/she will send the Faculty Sponsor Form to complete and return, so that the Institute and the dean's office can determine the proper designation for the visitor and begin the administrative process.

Please direct any questions to Ryan Hata, Program Manager, at rkh2127@gsb.columbia.edu, or 212.854.8960.

Rights and Responsibilities

I. Research:**

- a) In compliance with Columbia University policy, visiting scholars are granted their appointment as a courtesy for the sole purpose of pursuing their own research to advance their intellectual and professional goals. Collaborative research under the 'visiting scholar' designation is prohibited. Visitors who wish to conduct collaborative research must, in agreement with their faculty sponsor, be designated 'officer of research' or 'staff officer of research' as appropriate.
- b) A visiting scholar designation does not signify a formal association with the University. Visiting scholars may not claim a University affiliation for the purpose of applying for grants and contracts, and may not represent themselves in their publications and correspondence

as having a University affiliation. Visiting scholars should not include this designation on their *curricula vitae*.

- c) While a visiting officer of research and/or staff officer of research designation is a formal association with the University, visitors with these titles may not apply for grants and contracts through Columbia University.
- d) Visiting scholars, officers of research, and staff officers of research are given free reading privileges in the libraries and visiting scholars may obtain four-week borrowing privileges by paying a monthly fee. This fee is covered by the Visiting Scholar fee paid to the Chazen Institute and will be paid on their behalf by the Institute.
- e) Visiting scholars may not be paid compensation from a University account, given a fellowship, or reimbursed for expenses without the prior special approval of the Associate Provost. However, visiting scholars may receive an honorarium for participating in a conference or giving an occasional lecture if they are United States citizens or permanent residents or, in the case of nonresident aliens, if they have an appropriate visa and the prior authorization of the Associate Provost.
- f) Visiting officers of research and/or staff officers of research are appointed to a part-time, zero salary position.

II. Auditing Policies and Procedures:**

- a) Visiting scholars, officers of research, and staff officers of research may audit up to two Columbia Business School courses per semester. Permission to audit these courses will only be given with the expressed written consent of the course instructor and confirmation by the Chazen Institute Program Manager.
- b) Visiting scholars, officers of research, and staff officers of research are never permitted to audit 'oversold' courses (courses that are fully enrolled by full-time Columbia Business School students), core courses, or courses listed in the Value Investing Program.
- c) Visiting scholars, officers of research, and staff officers of research may not attend any Columbia University courses until their visiting designation is officially approved. To get official approval, the visitor must have a signed letter from the International Student and Scholars Office (ISSO) and have met with the Chazen Institute's Program Manager.

III. Language Proficiency:

- a) Visiting scholars, officers of research, and staff officers of research are required to be proficient in written and spoken English.

IV. Quarterly Meetings:

- a) Visiting scholars, officers of research, and staff officers of research must meet with the Chazen Institute's Program Manager on a quarterly basis to provide an update on their activities.

V. Student Clubs:

- a) Visiting scholars, officers of research, and staff officers of research are not permitted to join Columbia Business School student clubs.

VI. Housing:

- a) Visiting scholars, officers of research, and staff officers of research are not eligible to receive university housing, as the housing resources allocated to the Business School are limited, and there is often an insufficient supply for full-time students.

VII. Other University Facilities:**

- a) Visiting scholars, officers of research, and staff officers of research may use the University's Dodge Physical Fitness Center and the University's other recreational facilities on payment of a fee.

VIII. Final Report

- a) Prior to departure from Columbia Business School, visiting scholars are required to submit to the Chazen Institute a one-two page final report summarizing their academic achievements, research outputs, and overall experiences, in addition to completing an online evaluation of their experience at Columbia.

IX. Code of Conduct:

- a) Visiting scholars, officers of research, and staff officers of research are expected to abide by the same code of conduct and integrity that govern all full-time Columbia Business School and Columbia University community members.

The Honor Code of Columbia Business School

As a lifelong member of the Columbia Business School community, I adhere to the principles of truth, integrity and respect. I will not lie, cheat, steal, or tolerate those who do.

The Columbia Business School Honor Code calls on all members of the School community to adhere to and uphold the notions of truth, integrity, and respect both during their time in school, and throughout their careers as productive, moral, and caring participants in their companies and communities around the world.

X. Termination and Dismissal:

- a) Failure to abide by these governing policies and procedures will result in termination of the visiting scholars' designation and associated privileges, as well as dismissal from Columbia University.

Visiting Scholar, Officer of Research, Staff Officer of Research:

I, _____, have fully read and understand the policies and procedures described herein and agree to abide by these terms throughout my tenure as a visiting scholar at Columbia Business School, Columbia University.

Signature: _____ Date: _____

Faculty Sponsor:

I, _____, have fully read and understand the policies and procedures described herein and agree to abide by these terms as "faculty sponsor" for the above named visiting scholar.

Signature: _____ Date: _____

Chazen Program Manager:

I, _____, have fully read and understand the policies and procedures described herein and agree to abide by these terms as "faculty sponsor" for the above named visiting scholar.

Signature: _____ Date: _____

*In order to comply with University policies, the following table shows the correct titles for visitors intending to collaborate on research:

Officer of Research:		Staff Officer of Research:	
Title at Home Institution	Title at Columbia University	Title at Home Institution	Title at Columbia University
Professor	Visiting Senior Research Scholar	Post Docs	Staff Associate II
Associate Professor	Visiting Research Scholar	PhD Student	Staff Associate II
Assistant Professor	Visiting Associate Research Scholar	Practitioners	Staff Associate II

For any faculty member not on leave from home institution replace "Visiting" with "Adjunct."

**For the Faculty Handbook, please see: Visiting Scholars/Scientists and Seminar Associates, <http://www.columbia.edu/cu/vpaa/handbook/visiting.html>.