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. Any visitor who will be teaching is appointed through the division and the dean’s office.

Formal Visits: Allow for library and gym access

- **Visiting Officer of Research**: Co-author or collaborator of Columbia Faculty who has an appointment at another institution, is temporarily on leave, and wishes to come to Columbia for a formal visit and may represent themselves as having a formal visiting 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.*

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.

Faculty sponsors are responsible for understanding and supporting these policies.

*Permission to audit courses may only be given with the expressed written consent of the course instructor and in conjunction with the Chazen Institute Program Coordinator, who is solely responsible for adding the scholar to the course on CANVAS. 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