

## **Anthropology Department Guidelines for Visiting Unpaid Scholars** (Adopted: Fall 2022)

International and domestic visiting scholars may seek sponsorship from the SJSU Department of Anthropology. These guidelines describe the process that is required to request sponsorship. The Department considers requests from scholars whose areas of expertise and research plans would be mutually beneficial to students, faculty, and the prospective visiting scholar. Please note that even if the Department grants preliminary approval of an applicant's request, the College of Social Sciences and the University must grant final approval. The Chair of the Anthropology Department is typically the primary point of contact for such requests.

1. Your first step is to select and communicate with a potential faculty sponsor. You must get the approval of your sponsor and preliminary approval from the Anthropology Department Chair prior to visiting the campus. You should do this at least one year before the beginning of your visit. Your sponsor and the Chair will consult with the department's graduate faculty to make them aware of your areas of expertise and your research plans. The approval of the Chair and your sponsor constitutes preliminary approval of the department and is not meant to substitute for the approval of the College of Social Sciences, the University, or your funder.
  - a. In order to get permission, you will need to submit a 200-word proposal that addresses your research question and methods of data collection.
  - b. You will need to outline a timeline for data collection and residence in the department.
  - c. Any publications or presentations resulting from use of your visit to SJSU should acknowledge the Department of Anthropology at SJSU and any faculty or graduate students who collaborated with you.
  - d. Preliminary departmental approval or requests for clarification should be communicated to you within four to six weeks, allowing for ample time for consultation with the graduate faculty.
  - e. You will need to get approval from the University by submitting all required forms and documents for Visiting Scholars, which are posted at the University Personnel website: <https://www.sjsu.edu/up/tools-and-resources/onboard/visiting-scholars/index.php>
  
2. Once your funder, the University, and the department approve your application, the department will provide the following:
  - f. Consistent access to a mutually agreed-upon faculty sponsor.
  - g. Access to a study space within the department in a shared office (as available), as determined by the Departmental Chair.
  - h. Access to library collections as facilitated by the Department in consultation with the Martin Luther King Jr. University library staff.
  - i. Ability to visit courses with the permission of the instructor.

- j. Introductions to appropriate faculty and student researchers, provided by your sponsor.
  - k. Assistance from your sponsor to help you apply for IRB Human Subjects permissions by coaching you on the appropriate protocols and necessary permissions.
- 2) Limitations to departmental permission include:
- a. Scholars must be fully funded. No departmental, College, or University funding resources are available to visiting scholars.
  - b. Visiting scholars are not paid teaching staff. You are not required to give any lectures as part of your visit. You might be asked to volunteer to give an in-class presentation relevant to your expertise, but you are not eligible to displace an SJSU employee.
  - c. You may choose to serve as a third reader on a graduate committee in applied anthropology if invited, but you are not required to do so.
- 3) Additional restrictions:
- a. Any changes to the research design, timeline, or residence plans should be communicated to the sponsor and the Department Chair as soon as possible.

Questions or concerns about these guidelines should be directed to the Chair of the Department of Anthropology at (408) 924-5710.