

# Visiting Professional Requests: A Guide for Sponsoring Faculty

# Are you planning to bring in a Visiting Professional?

(Visiting Professor, Visiting Researcher, or Visiting Project  
Scientist)

**This guide is NOT for visiting  
graduate researchers (VGR)**

# Criteria for Appointment

- Must serve an academic purpose for the benefit of the unit sponsoring the appointment
- The visitor must be self-supporting – can provide evidence of adequate support from external sources and of health insurance
- Possess a terminal degree appropriate to carry out the activities for which the appointment is made

<https://apo.ucla.edu/policies-forms/the-call/appendices/appendix-39>

# Term of Appointment

- Appointed for short periods not to exceed 12 months
- Appointment is self-terminating
- Reappointment for up to 12 months is permitted (with conditions)
- Third term of up to 12 months may only be authorized by the Vice Chancellor of Academic Affairs

<https://apo.ucla.edu/policies-forms/the-call/appendices/appendix-39>

# FIRST and MOST IMPORTANT reminder

## Identify if the person will require a visa

- If yes, you need to submit your request at least 4 months before the planned start date
- If no, you need to submit your request at least 2 months before the planned start date

# 1<sup>st</sup> Step: IoES Director Approval

- Email your request to [director@ioes.ucla.edu](mailto:director@ioes.ucla.edu)
- Your email should include these information
  - Name of person
  - Affiliation (current institution and title)
  - Will the person be on leave from their institution
  - Requested title (visiting researcher or visiting project scientist)
  - Start date
  - End date
  - FAU/funding information
  - Visa requirement
  - Justification: include details on the work they will do in UCLA and how it relates to IoES



# 2<sup>nd</sup> Step: Notify CAO + Academic Personnel

Once you receive the director's approval:

- Please reach out to Blanche Berzamin & Christa Gomez to start the process
- Please forward director's approval and include the following items:
  - Candidate's CV
  - Candidate's email address

# Reminders

- Please do not commit start dates to the visitor without checking in with us
- Visa processing requires at least 3 months lead time
- If you have any questions, please let us know

**PLEASE PLAN AHEAD!**