

## PROCEDURE FOR INVITING VISITING SCHOLARS TO TCU CAMPUS

1. Faculty Host to submit formal request to Chair/Unit Head **if visitor will be on campus one month or more.**
2. Chair/Unit Head will submit a formal recommendation letter (domestic or foreign) to the Dean; this should include compensation if any, conditions of invitation, and term.
3. The Dean's office will provide the Request for Visiting Scholar (Domestic) to the Faculty Host.
4. Host will complete and sign the form(s) and return the form(s) and the visiting scholar vita to the Dean.
5. If the Dean approves the visitor, the Dean's office will request the Provost's office to initiate a background check. The visitor will be sent an e-invitation to complete an on-line background check form. Once the visitor completes the form, the background check is processed. The Dean's office and Department Chair/Unit Head will be notified by the Provost's office when the background check has cleared.
6. When notification of a clear background check has been received, the Dean will send a formal request and form(s) to the Provost for domestic visitors and to Susan Campbell for Foreign Nationals.

Approved by PC 11/13/13  
Amended 12/3/13