

**Policy and Procedure Document  
Virginia Institute of Marine Science  
William & Mary**



Number: PPD - 0025  
Subject: Visiting Scientists

Visiting scientists and visiting post-doctoral research associates are Non-William & Mary (W&M)/Virginia Institute of Marine Science (VIMS) professional colleagues who work on a campus of VIMS, interact with faculty, students, and staff while involved in research yet are not paid employees of VIMS or W&M. They may be at VIMS while they are on sabbatical or similar leave from their home institutions or they may have retired from an academic or research institution and now live in the vicinity of a VIMS campus. Because the active presence is beneficial both to VIMS and to the visiting scientist, VIMS encourages and supports such activity as long as space and facilities are available.

Although visiting scientists are not employees, they do utilize institutional resources and must have direct connections to the organizational structure. Additionally, it is beneficial to document and maintain a record that an individual has been a visiting scientist. To that end, each visiting scientist must have a host of host department/center, who will facilitate the visitor's period of residence. The host will co-sign the **Application for Visiting Scientist/Visiting Post-Doctoral Research Associate** (appended to this document) and will guide the visitor through the initial check-in procedure and provide introduction to VIMS's personnel and organizational structure.

Persons seeking to host a visiting scientist must obtain permission of the department chair/center director, who is responsible for the allocation of space and other resources, and from the Associate Dean of Research and Advisory Services who will consider the overall impact on VIMS. The Office of the Dean and Director will maintain records of visiting scientists. By its nature as a temporary position, individual status as a visiting scientist usually continues for a year or less. In some instances, such as a retiree from another institution, the status may continue for a longer period, however, the status of an individual as a (long term) visiting scientist must be reviewed by the department chair/center director and Associate Dean of Research and Advisory Services on a yearly basis.

Status as a visiting scientist carries no rights nor privileges as a faculty member or employee. The visiting scientist has no voice or vote in meetings of the faculty, may not teach or co-teach courses without obtaining separate authorizations, may not submit proposals for research funding citing VIMS as a home institution (though the visiting scientist is encouraged to co-author proposals with VIMS faculty). It is anticipated that each visiting scientist will present a departmental or general seminar open to the campus community. Status as a visiting scientist may be terminated at any time and for any reason by the Associate Dean of Research and Advisory Services.

A visiting scientist must sign a [Liability Release Form](#) and go through an abbreviated [check-in procedure](#) including basic safety and right-to-know training. The [check-in form](#) is filled out as appropriate to the access that will be required. The Manager of Telecommunications and primary telephone console attendant needs to arrange for a telephone extension. If the visiting scientist requires either a VIMS email address or a wired computer connection, the host must make appropriate arrangements with the VIMS Department of Information Technology and Network Services (ITNS); even if the visiting scientist will use only a wireless connection to the VIMS's computer network and will function through the "guest" login access, the visiting scientist should contact the staff of ITNS. Further arrangements will need to be made for parking, library sign-out permission, and office access and keys, among other things.

A visiting scientist's host is able to request **specific W&M IT services** (Blackboard, Shared Drives, email) and **door access** as it pertains to required responsibilities on campus. Access may be requested through the W&M IT Department (via [Request IT](#)) and can take up to 2 business days to process. An affiliate will then be required to visit [Tribe Card Services](#) at the W&M Campus Center to receive their W&M Tribe Card.

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