

**DEPARTMENT OF SOCIOLOGY
HONORARY VISITOR APPOINTMENTS**

MINIMUM PROCESSING TIME:
US CITIZEN VISITORS -- 4 WEEKS PRIOR TO ARRIVAL DATE
INTERNATIONAL VISITORS -- 4 MONTHS PRIOR TO ARRIVAL DATE

DURATION OF VISITOR APPOINTMENT:
FOUR WEEKS TO ONE YEAR
Extensions beyond 1 year may be granted at the Department's/College's discretion

The Department of Sociology believes strongly that visitors are an important part of the intellectual life of our department and this university. However, there are direct and indirect costs associated with inviting and hosting visitors—particularly international visitors. Due to a rise in the number of invitations, changes in regulations regarding international visitors and an increase in service requests from visitors, the 8th floor staff is spending an ever-increasing amount of time processing visitors. In light of this, we revisited and subsequently, revised our procedures and forms for requesting honorary visitor appointments. Below, you will find information regarding the process and links to visitor appointment request forms.

Faculty Sponsor

In light of the resources required to invite and host an honorary visitor, the department asks that faculty sponsors initiate the request, work closely with the department administrator to insure that the process is complete and serve as department liaison for the visitor. The department also asks that faculty sponsors be available on the visitor arrival date to introduce the visitor to office staff and department faculty, tour the building and assist in the “settling in” process as well as providing guidance, if necessary, to visitors with respect to appropriate and inappropriate requests for staff services and department resources. Faculty sponsors may also encourage visitors to contribute to the department commons to cover the marginal costs of their use of the facilities. For example, a visitor could request funds in grant applications, and transfer those funds to the department, for supplies/services such as data acquisition, computer supplies, photo-copying, postage, operator time, and any special-purpose programming that may be needed.

Initiate a Request: Complete “Request Form for Honorary Visitor” and submit to the Sociology Department Administrator who will forward to the Department Chair for approval. Attach copy of the visitor’s current vita.

Faculty Sponsor Affiliated with a Center

Faculty affiliated with Centers who wish to invite/host a visitor must complete the “Request Form for Honorary Visitor” and submit, along with the visitor’s current vita, to the Sociology Department Administrator who will forward to the Department Chair for approval.

In these cases, the Center will assume the administrative responsibility of hosting the visitor. (The department will still process the initial request from the faculty sponsor, obtain the Dean’s permission to invite and issue a letter of invitation.) This involves (1) arranging forms to facilitate scholars getting the appropriate visas; (2) confirming that visitors are in compliance with United States law and with University procedures, including the IFSS and SHIP offices; (3) dealing with any complexities resulting from remuneration that said visitors may receive from other sources during their stay; (4) making sure that scholars have the library and computing privileges that they expect; and (5) arranging for any other resources (e.g., computer) that they may require. The department will be happy to help place visitors in offices of

faculty on leave or other appropriate space, insofar as space is available, although centers with space allocations should certainly attempt to house their own visitors.

The Process

Faculty Sponsor - Complete the “Request Form for Honorary Visitor” and submit, along with the visitor’s current vita, to the Sociology Department Administrator.

Department Administrator – Log the request and forward to the Chair. For department visitors, begin administrative process.

Office of the Department Chair - Write a request to the Dean of L&S. If approved by Dean, send letter of invitation—noting the times and conditions of the appointment—to the visitor. Forward copies of approved request and invitation letter to Department Administrator and center director/administrator (if applicable).

Dean’s Office - If approved, return copy of the written request to the department with the Dean’s approval noted.

Department Administrator or Center Director/Administrator - Forward approved request to department payroll/center staff for appointment process. Send request for office space to Department Associate Chair. Send welcome/information letter to visitor. Prior to the arrival of the visitor—in addition to the faculty sponsor—serve as department liaison for the visitor.

Department Payroll/Center Administrative Staff - Create appointment number, generate PayData and forward to college payroll office.

For International Visitors: Complete, with assistance from the Visitor, DS-2019 and send to Office of International Faculty and Staff Services (IFSS). Following IFSS processing, send DS-2019, SHIP insurance information and SEVIS and Scholars’ Responsibilities information to visitor. Submit *Department Notification of Scholar Arrival or “No-Show”* form to IFSS in the event the visit is cancelled or visitor fails to arrive. Notify IFSS when visitor completes visit.

Honorary Visitor - Arrive on campus. Obtain keys to office, activate email account and obtain UW ID at Union South. If possible, make a financial contribution to the department foundation account to cover administrative costs of visit (including copying and supplies/services).

For International Visitor: Complete DS-2019 with assistance from Department Payroll/Center Administrative Staff. Pay SEVIS fee prior to going to US Consulate. Take DS-2019, passport, invitation letter and required financial documents to US Consulate to obtain visa. Use visa to enter US and arrive on campus. Within one week of arrival on campus, report to the IFSS for mandatory orientation session. Complete *Notice of Arrival* form.

**DEPARTMENT OF SOCIOLOGY
EXTENSION OF AN HONORARY VISITOR APPOINTMENT**

EXTENDING AN HONORARY APPOINTMENT FOR A US CITIZEN:

Faculty sponsor: Send request for extension (paper or email request) to Department Chair stating the dates of the extension.

Department Chair: Write a memo requesting extension to the Dean of L&S.

Dean's Office: If approved, return copy of the written request to the department with the Dean's approval noted.

Department Chair: Distribute approvals to Faculty Sponsor, Department Administrator, Center Director/Administrator (if applicable), and visitor.

EXTENDING AN HONORARY APPOINTMENT FOR AN INTERNATIONAL VISITOR:

***INTERNATIONAL HONORARY VISITOR APPOINTMENT EXTENSIONS MUST BE REQUESTED:
4 MONTHS PRIOR TO THE START DATE OF THE EXTENSION***

Faculty sponsor: Send request for extension (paper or email request) to Department Chair stating the dates of the extension.

Department Chair: Write a memo requesting extension to the Dean of L&S.

Dean's Office: If approved, return copy of the written request to the department with the Dean's approval noted.

Department Chair: Distribute approvals to Faculty Sponsor, Department Administrator, Center Director/Administrator (if applicable), and visitor. Notify IFSS of the approved extension.