MEMORANDUM

TO: Deans, Directors, Departmental Chairs

FROM: Juan M. Sanchez  
Vice President for Research

CC: Janet Ellzey  
Vice Provost, International Office

DATE: April 29, 2011

SUBJECT: University Affiliate Visiting Researcher/Scholar Title

Final approval of the University Affiliate Visiting Researcher/Scholar position (A006), will no longer be at the Vice President for Research Office level, and instead will be delegated to the college/schools' deans or their designates, effective May 2, 2011. The Visiting Researcher/Scholar title will be treated as all other University Affiliate titles. As such, the process will no longer require the submission of Visiting Researcher/Scholar Agreements, and will follow the same procedures currently in place for assignment of all other University Affiliate titles, as established by each academic dean. However, criminal background checks and a statement or notification of assignment (template enclosed) will still be required but managed at the dean or departmental level as stipulated by each academic dean. The Visual Compliance check will only be required for foreign nationals and will be handled by the International Office.

The Vice President for Research Office is working with the HRMS team on opting out of the routing scheme of this position title. During this transition, while the Vice President for Research will be the final approver, departments and/or deans' delegates will be expected to exercise due diligence on the requirements for approval outlined above. As part of the requirements, an offer letter template is enclosed for your convenience.

Please forward to appropriate staff in your area. If you have any questions or concerns, please contact Liza Scarborough at liza@austin.utexas.edu or 471-2877.

Thank you for your consideration.