TULANE UNIVERSITY
OFFICE of ACADEMIC
AFFAIRS & PROVOST

# Visiting Scholars and Artists Policy

| | |
|---|---|
| Effective: | June 29, 2026 (previous revision February 2025) |
| Guidelines Owner: | Office of Academic Affairs & Provost |
| Coordinating Unit(s): | All schools/units and the Student Employment Office |
| Contact Name: | Kady Lamb |
| Contact Title: | Assistant Provost for Finance & Operations & Chief of Staff |
| Contact Email: | kady@tulane.edu |

## Overview

This policy defines procedures related to the appointment, roles, requirements and responsibilities of Visiting Scholars and Artists at Tulane University.

Scholars established in their field who are visiting Tulane University from outside institutions or organizations may be recommended by a department chair, dean, or unit director for the courtesy designation of Visiting Scholar.

## Criteria for Appointment

The individual must be visiting from an outside institution or organization or be an independent scholar or artist. The individual must have a terminal degree or be a recognized expert in his or her field.

Visiting Scholars are normally appointed for a maximum of one academic year, with the possibility of renewal at the discretion of the department and with the approval of the Dean and Provost.

All visiting scholars who will be coming to the US and who are not US citizens or residents will require an appropriate visa. Host departments/schools should contact the Office of International Students and Scholars for further information and assistance.

All visiting scholars are required to have current and active health insurance.

## Rights and Privileges

Visiting Scholars are not employees of the University, and the title may not be used for personnel or payroll purposes. If a department wishes to make a special payment to a Visiting Scholar for participation in a seminar presentation or similar contribution, that should be done in the form of a non-service stipend through WaveWorks. Guidance on how to pay visiting scholars can be found on the WaveWorks website.

Although Visiting Scholars receive neither Tulane compensation nor the full range of other benefits available to regular staff, faculty, or students (including health insurance), they are eligible for the following courtesy benefits:

1. Tulane University Visiting Scholar I.D. Card
2. Library privileges
3. Tulane email account