Departmental Visiting Scholar Policy

The Department of Asian Languages & Literature welcomes visiting scholars who wish to study and pursue research appropriate to our department’s teaching and research scope. For practical reasons we can only accommodate a limited number of visitors at a given time and therefore must ask prospective visiting scholars to inquire well in advance of the time of their anticipated visit regarding their plans. The following statement of department policy is intended to give prospective visitors an indication of what the department is able to provide to visitors and what our expectations and application requirements are.

Please note at the outset these two points:

- The policy laid out here pertains only to individuals who will submit unsolicited requests to come to our department as visiting scholars. It does not apply when the proposed visiting scholar is to be invited at the behest of an AL&L faculty member.

- University of Washington policy requires that all visiting scholars have regular professorial faculty appointments in established academic departments at their home institutions of higher learning to which they will return when their University of Washington visit ends. Requirements pertaining to financial and insurance matters can be found at these two UW websites: (i) [http://iso.uw.edu/jfunding.html](http://iso.uw.edu/jfunding.html) and (ii) [http://iso.uw.edu/jinsurance.html](http://iso.uw.edu/jinsurance.html).

1. All requests for visiting scholar status must come first to the chairman of the department. Requests received by other AL&L faculty should be forwarded to the chairman. Only the chairman has the authority to issue visiting scholar invitations. Requests must include (a) a letter from the prospective visitor giving a brief sketch of the visitor’s teaching and research background, explaining what the visitor proposes to work on while here and why this department is a desirable or appropriate place to carry out that work; (b) a c.v. and bibliography and (c) specific dates (year[s] and months) of the proposed visit. These documents must be received either in “hard copies” or electronically as pdf attachments. (In view of the great uncertainty of successful forwarding, opening, reading and printing of attachments in Asian languages using other software, we must ask for pdf’s.)

2. The chairman will circulate requests to appropriate faculty members for review and recommendation. In assessing the suitability of requests faculty will take into consideration the appropriateness and compatibility of the prospective visitor’s research to that of our department overall. Faculty will also consider how the prospective visitor might interact with the department, through such things as colloquia, brown bag lunch talks, informal work with faculty and students, etc. Under normal circumstances visiting scholars will be expected to have some tangible, visible interaction with the department, though the extent of such interaction may vary according to individual circumstances.

3. At least one faculty member must be interested enough in having the visitor here to be willing to spend a little time and effort in hosting the visitor. This need not go beyond such things as a welcoming meeting, answering questions, introducing the visitor to the library, etc.

4. When one or more faculty members have expressed interest in having a visitor invited, including a willingness to assume the
“hosting” responsibility described in number 3 above, and when there is no expressed opinion to the contrary, the chairman will send a formal letter of invitation.

5. No explicit limit will be set on the number of visiting scholars that the department can host at a given time, though the chairman reserves the right to refrain from issuing new invitations when there is a sense that we already have reached a maximum number of visitors who can be properly accommodated at one time.

6. Visiting scholars can expect that their affiliation with our department will entitle them to library access privileges, and that they will be welcome at all departmental activities, colloquia, lectures, &c., and to visit appropriate classes at the discretion of the individual instructors. Prospective visitors should note that the department, unfortunately, does not have any means to provide any kind of financial support, telephone or computer facilities, mail box or office space to visitors. Visitors will be required to cover their own expenses in all respects, including visa costs when applicable.

Last updated September 2011

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Source URL: https://asian.washington.edu/departmental-visiting-scholar-policy