University of Pittsburgh Unpaid Academic Visitor Procedures Summary

The Academic Visitor process allows University of Pittsburgh schools, departments, institutes, and centers to host unaffiliated individuals on a Pitt campus for short periods of time (two years or less) for academic and research purposes. The process begins prior to a Visitor's arrival on campus and often leads to longer term collaborations after the visit concludes. The steps associated with the Academic Visitor process are outlined briefly in this document and in greater detail on the Academic Visitor website. Questions related to the Academic Visitor process can be directed to the visitor liaison.

Visitor Process Overview and Eligibility

Academic Visitors can include faculty members, graduate students, postdoctoral associates, researchers, scholars, and other individuals from industry, academia, and government. However, limitations exist on Academic Visitor eligibility:

- Individuals who are currently or were recently University of Pittsburgh staff or faculty members are not eligible to perform similar activities as an Academic Visitor.
- Academic Visitors are not University of Pittsburgh employees and are not entitled to a University salary or to University benefits.
- University of Pittsburgh students, non-Pitt undergraduate students (Carnegie Mellon University undergraduate students excepted), and high school students cannot be Academic Visitors.
- Academic Visitors must physically reside on a University of Pittsburgh campus; therefore, entirely virtual visits are not permitted.
- Academic Visitors can be appointed for an initial period of up to one year and reappointed for a total of two years overall.

See the Visitor Process Overview page for additional information on these topics.

Step 1: Determine Visitor Category

Visit categories are determined by visit duration and the Visitor’s proposed activities:

- Category 1: Short-term, non-laboratory visits lasting less than 14 days
- Category 2: Long-term, non-laboratory visits lasting more than 14 days
- Category 3: Visits of any length that involve laboratory or clinically based research

See the Step 1: Determine Visitor Category page for additional information on these topics, particularly for additional criteria that define each visit category.

Step 2: Visitor Screening and Export Controls Review (Required for Category 2 and 3 Visitors)

An array of U.S. government laws and regulations impacts the Visitor hosting process. This step applies security-related procedures via the University’s electronic MyEC system to address these concerns. Departmental administrators and/or host faculty members must enter information on all prospective Category 2 and 3 Visitors, regardless of citizenship and institutional affiliation, into the MyEC system. The system provides an automatic restricted party screening function and an embargoed country evaluation, as well as an export controls review, as part of the Visitor vetting process.

See the Step 2: Visitor Screening and Export Controls Review page for additional information on these topics. The Administrative Guidance and Training page provides instructions on using the MyEC system.

Step 3: Centralized Invitation Review and Agreement Processing (Required for Category 2 and 3 Visitors)

After the Office of Trade Compliance's visitor liaison approves the MyEC record submission, the visitor liaison combines the invitation letter (included with the MyEC record) with the appropriate visitor agreements to create the Visitor's invitation package. The visitor liaison then sends the invitation package via email to the Visitor for review and signature. The departmental administrator is copied on all correspondence and related actions.

See the Step 3: Centralized Invitation Review and Agreement Processing page for additional information on these topics, on the visitor agreement documents, and an up-to-date template invitation letter.

Step 4: Visitor Onboarding Procedures (Category 2 and 3 Visitors Only)

Department administrators and faculty hosts must ensure that several administrative actions are completed after all applicable visitor agreement documents are signed, approved, and uploaded to the MyEC record. Required actions include, but are not limited to:

- Submitting a Visitor PittWorx appointment form
- Creating a sponsored email account for the Visitor
- Visitor completion of Title IX and Information Security training

See the Required Administrative Actions subpage on the Step 4: Visitor Onboarding Procedures page for detailed information on these topics, particularly as they relate to the order in which these actions are to be completed.

Department administrators and faculty hosts may be responsible for additional actions related to a Visitor. These actions include, but are not limited to:

- Research and situation-specific Visitor training (e.g., EH&S and IACUC)
- Visitor completion of Conflict of Interest Training and/or Clearance for Interacting with Minors
- Certain types of payments that can be made to Visitors

See the Conditional Administrative Actions subpage on the Step 4: Visitor Onboarding Procedures page for detailed information on these topics.

Step 5: Visitor Departure and Close-Out Procedures (Category 2 and 3 Visitors Only)

Department administrators and faculty hosts must complete several actions to terminate a visit. Departure and close-out procedures include appointment termination (via PittWorx), deactivating email accounts and computer access, returning University property, and terminating ID card and other access privileges. The department also may wish to provide information on future host-Visitor scholarly exchanges, if applicable, and conduct an exit interview with the Visitor.

See the Step 5: Visitor Departure and Close-Out Procedures page for additional information on these topics.