



College of Education and Human Development
Exchange Visiting Scholar Guidelines
cie@gmu.edu

The College of Education and Human Development welcomes exchange visiting scholars from all world regions and all disciplines. The purpose of the Exchange Visiting Scholars program is to encourage substantive progress on joint professional research projects while developing intercultural competence between and among all faculty and students in our College. We welcome and encourage a representative group of scholars from around the world to provide opportunities for our faculty and students to develop world perspectives and to understand the world from different views. Therefore priority is given to accepting a distributed group of scholars from around the world.

Exchange Visiting Scholar invitations are extended by the Dean of the College of Education and Human Development through the Center for International Education after a thorough review by our academic faculty. Those visiting scholars who hold a doctorate have priority and/or those with substantial policy experience at the national level may be considered. We do not accept students who are studying for a doctorate or Master's as an Exchange Visiting Scholar.

Potential applicants are encouraged to check the CEHD and CIE websites and develop communication with a CEHD faculty member prior to applying through CIE.

Visiting scholar applicants are required to submit:

- Cover letter describing their background and interest in visiting CEHD.
- A full academic CV.
- Research Proposal (3-5 pages) detailing the nature and significance of the research to be conducted while visiting CEHD.
- Proposed seminars and research presentations they are prepared to give.
- Proficiency in English documentation.
- Letters of reference which may include a CEHD faculty member with whom the visiting scholar has made contact.
- Valid contact information including e-mail address.

Deadlines:

April 1 for upcoming Fall
September 1 for upcoming Spring

Applications will not be accepted for entry dates beyond one year, e.g. 2014 applications are eligible for placement in 2015.

Applications for Exchange Visiting Scholars are to be submitted to cie@gmu.edu:

Dr. Beverly Shaklee, Director
Center for International Education
Thompson Hall, Suite 2500
4400 University Drive
Fairfax, VA 22030

Further information can be found at: <http://cehd.gmu.edu/centers/cie/visiting-scholar-program>

Exchange Visiting Scholar Review Process:

Once the Exchange Visiting Scholar application is received, it is distributed either to the identified faculty member or to the academic program that is most suitable to host an E.V.S. Program faculty will review each application and make a decision (in a timely manner). All Exchange Visiting Scholars must have an academic host within the College. **We do not issue invitations without the review and acceptance process being completed.** Exchange Visiting Scholar applications take approximately six weeks to process from the arrival of the inquiry to extending the Letter of Invitation.

After approval from the Dean, the visiting scholar will be contacted by the CIE staff with a Letter of Invitation and request for further paperwork to submit to the Office of International Programs and Services (OIPS) to facilitate the processing of the J-1 Exchange Visitor Program visa.

Terms of Appointment

Exchange Visiting Scholar appointments are unpaid positions for up to one academic year. Scholars receive office space (as available), a MASON e-mail account and the use of university facilities. In return, they are expected to be actively engaged with their faculty host, make good use of the research facilities and provide a seminar or presentation at the close of their stay. Visiting scholars make their own arrangements for local accommodations and airport transportation.

Responsibility of Host Academic Faculty

It will be the responsibility of the Academic Host faculty member to verify the level of English proficiency is sufficient to benefit from the appointment. Further, the academic host will assist the scholar in meeting other faculty, access to research opportunities, and visiting classes as appropriate. Finally, the Academic Host faculty member will be responsible for arranging the final presentation or seminar by the Exchange Visiting Scholar in conjunction with the Center for International Education.

Date of Approval Summer 2014