

## MEMORANDUM TO FACULTY ASSOCIATES

The role of the faculty associate of the Fulbright scholar is outlined in this memo. Please keep these responsibilities in mind as you consider accepting a scholar for affiliation and during the tenure of the scholar's award.

### THE FULBRIGHT PROGRAM

The flagship international educational exchange program sponsored by the U.S. government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and people of other countries. The program's primary support is provided by the United States Congress through the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA), which develops policies to assure fulfillment of the purposes of the program. The Council for International Exchange of Scholars (CIES), a division of the Institute of International Education, administers the Fulbright Scholar Program for postdoctoral research and university lecturing under a cooperative agreement with ECA. U.S. institutions have made significant contributions to the success of the program since its inception in 1947. The time and assistance offered by faculty associates and the privileges and resources extended by university administrators continue to be critical factors.

All Fulbright Visiting scholars receive round-trip international travel and sickness and accident insurance provided by the U.S. Department of State. Most scholars also receive a monthly stipend and additional allowances as benefits of their grants. Fulbright grantees enter the United States under the sponsorship of the Department of State's J-1 Exchange Visitor Program for Fulbright Scholars.

### PROCEDURES FOR CONFIRMING AFFILIATION

When an application is forwarded to your department for affiliation, it is important to **determine whether or not the department has research interests and facilities consistent with the project outlined by the scholar. Availability of work or office space, access to library and computer facilities and opportunities for auditing classes and consultation with colleagues should also be considered, as well as the amount of time the faculty associate will have for advising and consulting with the visiting scholar.** Most departments do not require Fulbright scholars to pay any fees. If your department has a fee policy and is unable to waive the fees, please notify the administrative official of the exact amount. He/she will be copied on the affiliation inquiry in order to facilitate the process.

**U.S. host institutions are not responsible for providing financial assistance to the scholar. Your institution should not provide the Form DS-2019 as it will be issued by the Fulbright Program. Nor is your institution responsible for health insurance for scholars or their dependents,** as coverage sufficient to comply with J-1 visa requirements is provided to scholars as one of the grant benefits.

If you agree to be the faculty associate, please notify the university administrative official whose name appears on the enclosed Institutional Reply Form (IRF) and suggest an appropriate starting date for the scholar for inclusion on the IRF. Because it is important for you or another representative to be available to assist the scholar upon arrival, you may find that the date proposed by the scholar is not convenient for your schedule and it may be advisable to recommend an alternate arrival date. If the scholar intends to arrive at the beginning of a semester, you may wish to advise that he/she arrive a week or two early to confirm housing arrangements and to complete administrative details.

## **PREPARATION FOR SCHOLAR'S ARRIVAL**

The scholar will be encouraged to correspond directly with you before departing for the United States. However, you are also welcome to initiate communication. It is important for the scholar to know what arrangements can be made for transportation from the airport to the university, and whether or not a member of the university staff can meet the scholar's flight. **CIES does encourage that someone be at the airport to greet the scholar**, if at all possible. If you are unable to meet the scholar, perhaps a colleague, a graduate student in the program, or someone from the international students'/scholars' office may be able to go to the airport. If the scholar's arrival time has not been established through direct communication with the faculty associate, the information is usually communicated to CIES from the embassy or Fulbright commission in the scholar's country; any such information that is received at CIES will be forwarded to you.

The scholar is responsible for locating his/her housing, but may seek your assistance in identifying suitable accommodations. If you are able to assist in this regard, please do not obligate the scholar to a specific permanent housing arrangement without first consulting him/her.

## **DURING TENURE OF GRANT**

Although your department will be the focus of the scholar's work during his/her grant period, a number of other resources available on campus may help to **expand the scholar's experience in the United States**. If your university has an area studies department focusing on the scholar's region, we encourage you to put the scholar in touch with staff there. This will enable the scholar to take part in activities sponsored by the department, meet with area studies specialists, and perhaps serve as a resource for department activities.

The international office or foreign student advisor may also be able to suggest activities on campus or in the local community that would be of interest to a visitor from abroad. Scholars and their families in the Boston, New York, Washington, D.C., Chicago, San Francisco and Los Angeles metropolitan areas are also invited to participate in off-campus professional and cultural programs organized by Fulbright Visiting Scholar Enrichment Program coordinators in these areas.

During the scholar's stay on your campus, questions regarding **immigration and tax regulations** are likely to arise. Scholars are given some basic information on these matters in their grant packets and should be encouraged to consult the *Guide for Fulbright Visiting Scholars*, included in the grant packet, for information on these matters. Additionally, it may be appropriate to refer scholars to the foreign student advisor or international office on the campus, or to the local office of the U.S. Citizenship and Immigration Services or the Internal Revenue Service.

If meetings of professional associations in the scholar's discipline are held during the scholar's grant period, please advise the scholar of these opportunities. For your information all Fulbright scholars are eligible to apply for travel support from CIES if they are invited to lecture at a college, university, or conference. Under the **Occasional Lecturer Program**, CIES may be able to provide travel between a scholar's host institution and the lecture location. If an invitation is forthcoming for a scholar affiliated with your department, we will encourage the scholar to discuss with you a proposed absence from the campus to take advantage of the opportunity.