

# HOSTING INTERNATIONAL FACULTY & GUESTS

BY  
CATHRYN CLEMENT, STEPHANIE CURS  
& G. MICHAEL MCWHORTER  
TEXAS A&M UNIVERSITY



TEXAS A&M  
UNIVERSITY

## Slide 1

---

### SC5

From an administrative perspective, we always like to make sure that the department head has signed off on the visit before we get involved. The role that our office typically plays in these visits is arranging administrative meetings (such as those with the Provost or President and/or interdisciplinary meetings). We will usually leave the programmatic components up to the individual coordinator/unit but will advise and/or help make contacts across campus.

Stephanie Curs, 10/19/2011

# WHY — THE BENEFITS

- **Short-term**
  - Internationalization
  - Collaborative research
  - It's good human relationships & marketing.
- **Long-term**
  - Build relationships - Jointly authored research
  - Grant funds
  - Continued research collaboration



**Slide 2**

---

**SC13**

Another benefit may be public awareness if the program is publicized (locally or within home countries).

Stephanie Curs, 10/19/2011

# WHY — THE BENEFITS

- Intellectual opportunities for faculty
- Ripple effect. Access to additional grant and research opportunities
- Success begets success
- Participants often end up in positions of authority that can provide benefits down the road



TEXAS A&M  
UNIVERSITY

# WHO? (INTERACTING PARTIES)

- **Sponsors**
  - U.S. governmental agencies
  - Other governments
  - NGOs/PVOs
  - Foreign university/business
- **Participants**
  - International university faculty and administrators
  - Scientists from research organizations— private & public sectors
  - Foreign government agency officials
  - International students
- **Program Manager**



**TEXAS A&M**  
UNIVERSITY

# — SPONSORS

## Some words about Sponsors:

- Very often the sponsor will contact you or you may respond to a request for proposal.
- If your office receives cold calls for faculty/administrator visits, the amount of lead time for the visa can be used to put the ball back in the requestors court.



TEXAS A&M  
UNIVERSITY

# WHAT?

- **Funded training programs for individuals and/or groups**
- **Training for collaborators or researchers from partner institutions**
- **Visits from prospective or current partners**



**TEXAS A&M**  
UNIVERSITY



# WHEN?

- Can be any time of year.
- Length can vary from 2 days to 2 years



TEXAS A&M  
UNIVERSITY

# WHERE?

- **On your campus**
- **In your region**
- **Multi-state**
- **Multi-national**



TEXAS A&M  
UNIVERSITY

# HOW? — TYPICAL PROGRAM COMPONENTS/ISSUES

- Budget
- Visas
- Lodging
- Per diem
- Transportation
- Campus hosts
- Facilitators
- Interpreters/Translators
- Insurance
- Program
  - Orientation
  - Research/Study
  - Send-off
- Role of program manager



TEXAS A&M  
UNIVERSITY

## — BUDGET

One of the first things you'll develop. It's necessary to have a clear picture of:

- What the sponsor/client wants,
- Their expectations
- Their budgetary constraints

Use these as a guide to designing the program once the budget is approved by the sponsor.



TEXAS A&M  
UNIVERSITY

# — BUDGET

To aid your budget and overall program, prepare a flow-chart:

- Pre-arrival
- Arrival
- Orientation
- Program activities
- Send-off
- Close out and reporting



TEXAS A&M  
UNIVERSITY

# — VISAS

- The type of visa will depend on:
- Length of the stay
- Purpose of the visit
- Status of the participant(s)
- Most likely options:
  - J-1 Student
  - J-1 Short Term Scholar
  - J-1 Intern
  - J-1 Researcher
  - B class



TEXAS A&M  
UNIVERSITY

## — VISAS

**Who provides documentation for the participant to gain a visa will depend on:**

- Purpose of the visit
- Type of visa needed
- Country of origin
- Sponsor



## Slide 13

---

**SC2**

You might list some possible resources for the host university, such as the state department website or even TAMU's ifss site ([ifss.tamu.edu](http://ifss.tamu.edu)) that the other universities can use. IFSS also has some great information for inviting international scholars:  
<http://ifss.tamu.edu/node/22>

Stephanie Curs, 10/19/2011



## — VISAS

**Allow plenty of time. Possible steps include:**

- **Our internal paperwork**
- **Their internal paperwork**
- **Government paperwork**

**Very often one step is dependent upon completion of the step before it.**



**TEXAS A&M**  
UNIVERSITY

Slide 14

---

SC1 do you have a rough estimate for the # of days/months to plan ahead?

If our office receives cold calls for faculty/administrator visits, the amount of lead time for the visa is something we'll use to put the ball back in the requestors court.

Stephanie Curs, 10/19/2011

# — VISAS

## Useful websites:

- <http://ifss.tamu.edu/>
- <http://www.ice.gov/sevis/i901/>
- **Embassy websites**



TEXAS A&M  
UNIVERSITY

Slide 15

---

SC11 do you have a rough estimate for the # of days/months to plan ahead?

If our office receives cold calls for faculty/administrator visits, the amount of lead time for the visa is something we'll use to put the ball back in the requestors court.

Stephanie Curs, 10/19/2011

# — LODGING

**Will depend on:**

- **Budget**
- **Length of stay**
- **Transportation**



**TEXAS A&M**  
UNIVERSITY

## — LODGING

If short-term will most likely use a hotel or campus housing

If long-term will need to arrange

- Furniture
- Household goods
- Utilities
- Cable/internet access
- Leases/Contracts (possibly)



**Slide 17**

---

**SC3**

do you have rough estimates for how much this costs? When we put together our initial budgets, we use the GSA.gov daily rate or the exact apt. estimate if we have it

Stephanie Curs, 10/19/2011

## — LODGING

If travel away from home base is involved, you may need to make lodging arrangement for those portions of the program.



TEXAS A&M  
UNIVERSITY



# — PER DIEM

- Is Sponsor providing a flat rate?
- Does Sponsor have guidelines for per diem (i.e. US federal government)
- Are any meals provided by hotel (if one is being used)
- Is a kitchen available?
- Will there be travel away from the home base?
- Make sure sponsor allowance is sufficient



TEXAS A&M  
UNIVERSITY

# — TRANSPORTATION

- **From home country—this will often be handled by the home institution or sponsor. Clarify.**
- **On-site**
  - **Personal transportation service or do participants to handle their own travel?**
  - **Is lodging in walking distance of program location?**
  - **Is public transportation available?**
  - **Can alternate transportation forms be used, i.e. a bike?**
  - **If field trips, regional, or multi-state travel is involved, what types of transportation will you need to arrange?**



## Slide 20

---

**SC4**

We also provide links to TAMU bus routes/services. One additional service that TAMU is now providing is ZIM ride, which is a ride share service. We haven't used this for visiting faculty, but it may be something we could potentially use.

<http://www.zimride.com/tamu/>

Stephanie Curs, 10/19/2011

## — CAMPUS HOSTS

If faculty member is arranging or requesting a faculty/scholar stay, no problem. If a faculty stay is part of partnership or paid training program you will need:

- Extensive knowledge of your faculty and their areas of expertise
- Extensive knowledge of what incentives individual and department heads and faculty require



## Slide 21

---

**SC6**

I don't know if this is relevant or not, but we always make sure that both the hosts and the visitors have medical insurance coverage and that the hosts are aware of medical services locally in the event of an emergency (same would go if the visitor is in an apt).

Stephanie Curs, 10/19/2011

## — CAMPUS HOSTS

- **Get their input and agreement. Know unit protocol of the unit the host belongs to.**
- **Help them think of your guest as being on a mini sabbatical. How would they like to be treated?**
- **Provide them with an orientation as well**



TEXAS A&M  
UNIVERSITY

# — CAMPUS HOSTS

- May also be working with several people in the host's office/lab.
- Americans often have the attitude we know everything and we're teaching you. Need to embrace what we can learn.



TEXAS A&M  
UNIVERSITY

# — FACILITATORS

There will be times when neither you nor the campus hosts will be able to accompany a guest to a meeting or provide transportation.

Facilitators—paid or unpaid—play a role.

- Retirees
- Fellow staff members
- Graduate students
- Student workers



TEXAS A&M  
UNIVERSITY



# — INTERPRETERS/TRANSLATORS

- Who provides?
- Subject familiarity
- Ability to travel
- Who covers the costs
- Is backup available —



TEXAS A&M  
UNIVERSITY

# — INSURANCE

**Must comply with regulations from:**

- **Federal government**
- **State government**
- **Partner country** —
- **Sponsor**
- **University**



**TEXAS A&M**  
UNIVERSITY

# — PROGRAM

- **Pre-Arrival**
- **Orientation**
- **Research/Study**
- **Send-Off**



**TEXAS A&M**  
UNIVERSITY

# — PROGRAM PRE-ARRIVAL

## Things to consider:

- **Campus identification**
- **Work space**
- **Library access**
- **Building access—after hours?**
- **University-required lab training**
- **Cultural tours**



**TEXAS A&M**  
UNIVERSITY

## — PROGRAM ORIENTATION

*“If you start off with problems, the potential of it becoming a train wreck gets bigger and bigger.”*

First impressions are very important to program success.



TEXAS A&M  
UNIVERSITY

# — PROGRAM ORIENTATION

Arrival orientation (getting them set up and started correctly) is **Very, VERY** important. Get to know them:

- Who they are,
- About their family
- Demonstrate interest in their welfare.
- Make this a time for participants and hosts to meet.



TEXAS A&M  
UNIVERSITY

# — PROGRAM ORIENTATION

**During the course of information cover these points.**

- **We think we know what you want to do.**
- **We think we know what you told us you want to do.**
- **Now, are we right? Has it changed?**
- **Documentation of program activities (journal, photos, etc.)**



**TEXAS A&M**  
UNIVERSITY

## — PROGRAM ACTIVITIES

- Meeting Participant and Sponsor Expectations/Objectives—lab research, class attendance, library research, report preparation, etc.
- Cultural Activities—historic sites, local events, dinner in your home
- Internationalization of you campus



TEXAS A&M  
UNIVERSITY



## — PROGRAM SEND-OFF

Leave them feeling good, and send them off with good memories.

- Final celebration dinner
- Certificate of program completion
- Mementos



## Slide 33

---

**SC7**

The closing session that we had with the UFS delegation worked really well. We basically gave each delegate a chance to reflect on what they learned and what they'll take back to their campuses. Even though this was with students, I think it could work well with faculty as well.

Stephanie Curs, 10/19/2011

# THE OTHER WHO — PROGRAM MANAGER

Useful to have a central contact person to develop these programs. Key to success. The person has to:

- Clearly understand the resources and capabilities of the university.
- Know immigration issues.
- Understand the financial and contractual aspects.
- Be able to act as intermediary between sponsor and participant.
- Explain to the participant what they can expect.
- Good networking skills -- with academic departments, administrators & sponsors.



TEXAS A&M  
UNIVERSITY

## THE OTHER WHO — PROGRAM MANAGER

- The basic goal of the program manager is to free the faculty from issues and logistics involved with visitors so they can focus on the teaching and science issues.
- Fade back so don't distract during the program.
- Monitoring – maintain contact with hosts, participants, and sponsor
- Has to keep both sides of the equation in touch with the realities of the situation
- Occasional reminders from dean or powers that be that there is such a person.



**Slide 35**

---

**SC8**

This person may also be responsible for the financial mgmt of the program, so it's important that they are aware of the budget and/or any constraints.

Stephanie Curs, 10/19/2011

# MISCELLANEOUS

The rhythm of training experience is important. The goal is a seamless professional experience.

Important to understand sponsors' goals. Take input respectfully and tweak to make it workable.



TEXAS A&M  
UNIVERSITY

**SC10**

A couple of additional recommendations:

1. have a resource slide as a "go to" with websites and helpful information.
2. Have an example of a successful program and go through all of the steps of the actual program as reference for the attendees
3. List links to potential funding mechanisms for these programs (State, DoD, USDA, etc.)

Stephanie Curs, 10/19/2011

# CONTACT INFORMATION

## Cathryn Clement

- 979-458-0820
- [cclement@ag.tamu.edu](mailto:cclement@ag.tamu.edu)

## Stephanie Curs

- 979-845-2262
- [s-curs@tamu.edu](mailto:s-curs@tamu.edu)

## G. Michael “Mike” McWhorter

- 979-845-7697
- [gm-mcwhorter@tamu.edu](mailto:gm-mcwhorter@tamu.edu)



TEXAS A&M  
UNIVERSITY



**SC12**

A couple of additional recommendations:

1. have a resource slide as a "go to" with websites and helpful information.
2. Have an example of a successful program and go through all of the steps of the actual program as reference for the attendees
3. List links to potential funding mechanisms for these programs (State, DoD, USDA, etc.)

Stephanie Curs, 10/19/2011