

Office of The Provost

Policies and Guidelines

AUC Distinguished Visiting Researchers Program (DVR)

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Office of The Provost

Table of Content

1- Introduction.....	3
2- Guidelines.....	3
2.1 Eligibility for nomination	3
2.2 Potential engagements of the visiting researcher	3
2.4 Duration.....	4
2.5 Funding.....	4
2.6 Responsibilities of the nominating units	5
2.7 Feedback.....	5
2.8 Content of the application	5

Office of The Provost

AUC Distinguished Visiting Researchers program (DVR)

1- Introduction

Every year, the Distinguished Visiting Researchers Program (DVR) brings eminent scholars to interact, however briefly, with faculty and students. The program is designed to foster a spirit of intellectual and scholarly inquiry among faculty, staff, students and the wider community.

Aligned with AUC strategic plan, the goals of the program are:

- To foster collaborations and partnerships between AUC and internationally recognized researchers;
- To enrich the research experience of students by giving them the opportunity to meet and work with leading researchers;
- To increase the visibility of AUC in the international research community.

In order to accomplish these goals, every academic year, up to two nominations are welcomed from each school (including ALA). Individual full time faculty members may nominate candidates. However, these nominations should be screened and approved by the nominator's department and school.

The Provost may seek balance with regard to disciplines represented, but need not mechanically rotate the award between schools, and preference will be based on a specific predefined rubric.

2- Guidelines

2.1 Eligibility for nomination

- The nominees entitled for applications are ones who are likely to have an impact in the area(s) they are nominated for.
- They are likely to present an added value to the students and graduates in the fields of teaching, research, creative work and/ or services.
- They may be either within one discipline or whose contributions appeal to multiple disciplines.

2.2 Potential engagements of the visiting researcher

- Deliver lectures related to the field of study
- Provide guidance in research in the fields of interest to the department / school
- Take up any other activities in creative work and services during his stay
- Interactions with students and with department chairs



Office of The Provost

2.3 Procedure

- The Office of the Provost issues a call for nominations for DVP in February and September of each year.
- Each school can submit up to two nominations each call.
- The full time faculty member may nominate the candidate but it has to be screened and approved by the department Chair and the school Dean, who should also write their assessment and recommendations.
- The automation of the system is from the faculty member to the departmental chair level. The department Chair is then requested to evaluate the application and send his/her recommendation to the school Dean by email.
- The deadline of finalizing the above steps is three weeks.
- Once the list of nominees reaches the provost's office, the Associate Provost of Research, Innovation and Creativity is responsible for the assessment of all applications and prioritizing them according to a predefined, announced rubric
- The list of the recommended prioritized candidates are presented to the provost council for the final selection and decision making
- Decision should be made within 3 weeks of the deadline for submission
- The AP-RIC notifies the schools of the approved DVR lists

2.4 Duration

The school is free to suggest one of the two options stated below for the extent of stay depending on the submitted activity plan

- 3 days visit: to deliver two days activity plan
- 6 days visit : to deliver 5 days of activity plan

2.5 Funding

- The recipient is entitled to an honorarium that would be linked to the duration of the stay and span of activities:
 - \$ 1000 for the two days activity plan
 - \$ 2000 for the five days activity plan
- Accommodation at a local five-star hotel, for a maximum of 3 nights for 2 days activities and 6 nights for five days activities (for international recipients)
- LE 500 per day for local expenses, including hotel bills other than room accommodation (such bills are not covered by AUC).
- A round trip economy airfare (for international recipients)
- Hospitality LE 1,500 to cover a reception organized by the department.

N.B: The breakdown of the assigned budget is not transferrable to other items



Office of The Provost

2.6 Responsibilities of the nominating units

The department(s) hosting the recipient is responsible for all other costs related to instruction, office, and clerical support (copying, space, office phone, etc.). The host department(s) should handle all arrangements. Such arrangements could include (though are not limited to) helping the recipient access resources such as IT support, University libraries, equipment, campus parking, as well as providing any appropriate advice on housing and living in the local community. The nominating department will be responsible for making all expense reimbursements for the recipient during the term of the professorship.

2.7 Feedback

The AP-RIC office is responsible for soliciting feedback on the value of the visit from all beneficiaries to be used as a reference for future evaluations

2.8 Content of the application

1. Nominee Information:

- a. Name
- b. Affiliation and Occupation (University, Company, Current career etc.)
- c. Title
- d. Address
- e. Citizenship
- f. E-mail or URL
- g. Specialization
- h. Contact (person designated to contact this nominee).
- i. Disciplines/Topics/ Areas of interest to be covered by DVR.
- j. Proposed visit dates

2. Nomination letter from the Department, which should include:

- a. Description of how candidate's background and skills will enrich knowledge in the department, school or campus at large.
- b. Full plan by the applicant of the activities on teaching, research and/ or services and any other requirements by the school
- c. Support letter from the Chair, and support letter from the Dean

3. Evidence of exceptional teaching and/or research skills; or exceptional scholarly, creative achievements.

4. Candidate academic metrics (e.g. H-index)

5. The candidate's curriculum vitae, including lists of publications and grants received.