



THE AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

**Office of the Associate Provost for Research
Innovation and Creativity**

Guidelines

**AUC Distinguished Visiting Researchers Program
(DVR)**

Office Responsible	The Office Research and Creativity Advancement
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AUC Distinguished Visiting Researchers program (DVR)

1- Introduction

Every year, the Distinguished Visiting Researchers Program (DVR) brings eminent scholars to AUC on short visits to interact with faculty members and students within their respective fields of expertise. Aligned with the university strategic plan, the goals of the program are:

- To foster collaborations and partnerships between AUC and internationally recognized scholars;
- To enrich the scholarly experience of students by allowing them to meet and work with leading scholars;
- To increase the international visibility of AUC.

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 in disciplines served by this program, but need not periodically rotate the award between schools.

2- Guidelines

2.1 Eligibility for nomination

- The nominees are expected 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 teaching, research, creative work, and/ or services.
- They may be either within one academic discipline or with contributions serving multiple disciplines.

2.2 Possible engagements of the visiting researcher

- Deliver public lectures related to his/her field of expertise
- Provide input on research and/or creative endeavors in the areas of interest to the department/school
- Provide input on the research priorities of the department/school
- Provide input on student research activities as per the interests of the department/school
- Provide input on possible expansions and strengthening of international partnerships

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2.3 Procedure

- The Associate Provost for Research issues a call for nominations for DVR each year
- Each school can submit up to two nominations for each call
- A full-time faculty member may nominate a candidate using the following link <https://www4.aucegypt.edu/dvr/>
- Nominations must be screened and approved by the concerned department chair and the relevant school dean, who are to evaluate the nomination(s) and provide recommendations
- The submitted nomination moves through the online system from the nominator to the department chair.
- The department chair is then to evaluate the nomination and decide whether to endorse it or not. The department chair is to then send by email to the school dean the nomination he/she endorses, together with the endorsement rationale and all supporting documents.
- It is expected that the above steps are completed within two weeks.
- The dean of each school is to then evaluate the submissions from its academic departments, and prioritize the submissions he/she endorses. The dean of each school will then email the Associate Provost for Research at AP-RIC@aucegypt.edu the nomination(s) from the school with the rationale of the school endorsement and all supporting documents by the deadline specified in the Call. Each school can submit up to two nominations. Each school dean may set up internal deadlines to better serve his/her school.
- The Associate Provost for Research reviews and evaluates received nominations, with the supporting documents and departmental and school endorsements, and prioritizes them.
- The list of prioritized nominees is presented to the Provost for a decision on the final selection.
- The list of the prioritized nominees may be presented to the Provost Council for discussion and recommendations.
- The Office of the Associate Provost for Research, Innovation, and Creativity then informs the schools of the approved DVRs.

2.4 Duration

The school is to specify one of the two options below based on the activity plan for the DVR

- Three days visit: to deliver two days activity plan
- Six days visit: to deliver five days of activity plan

2.5 Funding

- The recipient receives an honorarium as follows:
 - \$ 1000 for the two days activity plan
 - \$ 2000 for the five days activity plan
- Accommodation at a local five-star hotel (bed and breakfast), for a maximum of 3 nights for 2 days of activities and 6 nights for five days of 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).

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- 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

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, and university transportation where applicable. The nominating department will be responsible for making all expense reimbursements for the recipient during the term of the visit. At the end of the visit, the hosting department is to submit a report specifying the outputs of the visit, the activities carried out by the DVP, and the benefits to the department, school, and AUC at large.

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
2. Contact (person designated to contact this nominee).
3. Activities to be conducted by the DVR, together with the topics/ areas of interest to be addressed by the DVR.
4. Proposed visit dates
5. Endorsement letter from the department, which should include:
 - a. Description of how the nominee's background and skills will enrich knowledge in the department, school, or campus at large.
 - b. Full plan by the nominee of the activities on teaching, research, and/ or services and any other requirements by the school
6. Endorsement letter from the school dean
7. Evidence of exceptional teaching and/or research skills; or exceptional scholarly, creative achievements, possibly the nominee's academic metrics
8. The candidate's curriculum vitae, including lists of publications and grants received