



THE AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

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

Guidelines

AUC Distinguished Visiting Scholar Program
(DVS)

Office Responsible	The Office Research and Creativity Advancement
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AUC Distinguished Visiting Professor Program (DVS)

1. Introduction

The AUC Distinguished Visiting Scholar (DVS) program is an initiative that brings eminent scholars to AUC to interact with faculty members and students within their respective fields of expertise. Aligned with the university strategic priorities, the goals of the program are:

- To support the expansion and strengthening of international partnerships;
- To expand international learning experiences for students;
- To enhance the impact of the university's research through both knowledge exchange activities and promotion of the university's research.

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 be internationally recognized with an impact in the area(s) they are nominated for.
- They should present an added value to the students and graduates in teaching, research, creative work, and/ or services.
- They may be either with contributions in one academic discipline or with contributions serving multiple disciplines.

2.2 Possible engagements of the visiting scholar

- Teach academic courses within their field of expertise
- Deliver public lectures within their field of expertise
- Provide input on research and/or creative endeavors in the areas of relevance to the department/school
- Conduct collaborative research with AUC faculty members
- Provide input on student research activities and/or guide student projects/ theses of interest to the department/school
- Help in enhancing curriculum development
- Support the expansion and strengthening of international partnerships

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2.3 Procedure

- The Associate Provost for Research issues a call for nominations for DVS each year.
- Each school can submit up to two nominations.
- A full-time faculty member may nominate a candidate by the deadline specified in the call, using the following link

<https://lfweb.aucegypt.edu/Forms/DVS>

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(s) move(s) through to the department chair.
- The department chair is then to evaluate the nomination and decide whether to endorse it or not within the deadline specified in the call.
- The approved and prioritized applications then move to the Dean.
- The dean of each school is to then evaluate the submissions from its academic departments, and prioritize the submissions he/she endorses.
- The final applications reach the Associate Provost for Research.
- The Associate Provost for Research reviews and evaluates received nominations, with the supporting documents and departmental and school endorsements, and prioritize 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 DVS.

2.4 Duration

The school is to specify one of the possible durations below:

- Three days visit: to deliver a two-day activity plan
- Six days visit: to deliver a five-day activity plan
- 10 days visit: to deliver an eight-day activity plan
- Four months: to cover the Fall or Spring semesters
- Nine months: to cover the Fall and Spring semesters

2.5 Funding

- For longer stays (four months; nine months), the recipient must teach two academic courses per semester. He/she is eligible for a round trip economy-class airfare, and a compensation commensurate with the faculty salary scale of the discipline at AUC. The compensation may vary according to the status of the DVS. The department submitting a nomination will specify the proposed compensation package, which will be one of the evaluation criteria. This is to allow the optimal use of funds designated for this purpose.

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- For shorter stays (three; six; 10 days) The recipient receives an honorarium as follows:
 - \$ 1000 for the two-day activity plan
 - \$ 2000 for the five-day activity plan
 - \$ 3500 for the eight-day activity plan
 - Accommodation at a local five-star hotel (bed and breakfast), for a maximum of four nights for two days of activities; seven nights for five days of activities; and ten nights for eight days of activities; (for international recipients)
 - LE 1000 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)

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) travel, helping the recipient access resources such as IT support, university libraries, equipment, campus parking, university transportation, 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 visit. The host department also must arrange for public lectures so that students and faculty members in other disciplines may participate in the exchange of ideas. 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 DVS, and the benefits to the department, school and AUC at large.

2.7 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 DVS, together with the topics/ areas of interest to be addressed by the DVS.
4. Terms proposed
 - a. Proposed Timeframe
 - b. Proposed compensation
5. Endorsement letter from the department that should include:
 - a. Description of how nominee's background and skills will enrich the knowledge in the department, school, and the campus at large

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- b. Full plan by the nominee of the activities on teaching, research, services, and any other requirements by the school
6. Endorsement letter from the relevant school dean
7. Evidence of exceptional teaching and/or research skills; or exceptional scholarly, creative achievements; possibly the nominee's academic metrics (e.g. H-index)
8. The candidate's curriculum vitae, including lists of publications and grants received.

2.8 Deadlines

Please check the deadlines specified in the call.