

Sanford School Visiting Scholars (VS) Policy

Summary Policy

As part of its global mission to improve the quality of public policymaking through research, teaching, and policy engagement, the Sanford School of Public Policy hosts both short- and long-term Visiting Scholars on a highly selective basis. Preference is given to requests from universities and other research and public policy-oriented organizations with which the School has collaborative institutional relationships. Applicants should indicate their research interests and identify faculty in the Sanford School with whom they would like to work during their time at Duke. Applicants should also include a recent curriculum vitae and their research proposal, and confirm that their funding will be sufficient to cover monthly subsistence costs, health insurance, and the School's administrative fee (based on the length of the Scholar's visit). International candidates, please see <http://dcid.sanford.duke.edu/content/visiting-scholars>

Applicants to the Magdalena Yesil Visiting Professorship program and domestic applicants, please contact Linda Lytvinenko, Asst. Dean for Academic Programs & Student Affairs.

All other Visiting Scholar international applicants, please contact Cheryl Baily or Francis Lethem in the Duke Center for International Development (DCID).

The Visiting Scholars (VS) Policy

Background

As part of its global mission to improve the quality of public policymaking through research, teaching, and policy engagement, the Sanford School of Public Policy hosts both short- and long-term Visiting Scholars on a highly selective basis. The Sanford School hopes that these temporary arrangements will lead to (or reinforce existing) collaborative institutional relationships with the teaching and research programs of the VS' home institution (including universities, think tanks, foundations, government or international agencies), as well as enhance the School's and Duke's domestic and international reputation. They may also lead to identifying potential faculty for Duke overseas ventures.

Types of Visiting Scholars

The Sanford School may consider the following types of VS:

- (i) researchers, faculty, or policy makers who wish to conduct research at Duke/Sanford and with whom individual Sanford faculty have an existing professional relationship;
- (ii) faculty/ researchers from universities and research organizations with which Duke/Sanford has an established relationship who wish to conduct research here;
- (iii) faculty identified under a contractual capacity building arrangement by a partner institution, who would come to Sanford to expand their knowledge/ teaching and research expertise in particular subjects (as under the Vietnam National University cooperation program);
- (iv) faculty from a university or organization with which Duke/Sanford does not have institutional arrangements, and who approach individual Sanford faculty and/or officials (a) after they have been awarded funding in their country (such as China), or (b) who hope to get preliminary approval from the Sanford School in order to obtain a fellowship from their country, Fulbright program or other source of funding; and
- (v) PhD candidates or post-doctoral candidates who obtained funding to carry out their research for 6-12 months and hope to do so under the supervision of a Duke faculty.

The most productive relationships are likely to be under the first three categories, and when candidates under (iv) have been highly recommended by people whose judgment the School can trust. Candidates under category (v) are likely to place excessive demands on Duke faculty and staff and are generally avoided, unless Duke/Sanford has an established relationship with their university or a Duke faculty member is willing to take on the supervisory role.

Potential Challenges with International VS. The Sanford School recognizes the potential risks associated with international VS: political problems might arise between the US and their country; they might try to stay beyond the duration authorized by their visa; they might suffer physical or mental problems requiring hospitalization; they might be robbed or attacked; their academic level (or English) might be less than expected and not reflect positively on the School's selectivity, etc. While hospitalization costs can be taken care of by the Duke mandatory health insurance, dealing with all these issues, as well as ensuring that VS get the most from their time at Sanford and feel part of the School's community, will require considerable staff, manager and faculty time – and cost. Managing an international VS therefore likely requires one or more designated staff (part-time) to coordinate the communication, pre-arrival, arrival, settling-in, pre-departure and departure logistics and administrative and legal details (e.g. visa).

[Note that the policies below do not apply to applicants to the Magdalena Yesil Visiting Professorship.]

Requirements

A. To ensure that each VS has a successful experience at the Sanford School, and that Sanford hosts high caliber Visiting Scholars and is compensated for incurred costs, the following policies apply:

- The VS candidate submits a recent CV showing involvement in a policy area of interest to the School and a solid research proposal, and proposes to spend most of his/her time at Duke;
- There is a reasonable expectation of institutional or programmatic benefit for the School and for the institution with which the VS is associated;
- There is at least **one Sanford faculty member** willing to have one-on-one meetings on a regular basis with the VS (example: one hour monthly) and available during the period requested;
- The candidate is highly recommended by at least two of his/her professional colleagues;
- The candidate is willing, if requested, and if this is part of the initial understanding, to be an occasional teaching/ speaking resource. If the VS is asked to teach a Sanford undergraduate, Master of Public Policy (MPP) or Master of International Development Policy (MIDP) course or mini-course, he/she would be compensated at the Adjunct rate;
- The candidate is willing to participate in occasional brownbag lunches and report on his/her work at Duke to the Sanford community and beyond;
- The candidate is interested in attending some of the Sanford School's seminars as an auditor (but not for credit); and
- **There is space** and computer/IT equipment available **for the VS at the Sanford School**.

B. In addition, regarding **international VS applicants**:

- The candidate is interviewed by the School's officer responsible for administering VS (or the proposed faculty mentor) who confirms that the candidate is fluent in English;
- The candidate has appropriate institutional sponsorship/ financial support that covers (i) the minimum monthly subsistence cost required by the State Department to allow Duke

University to issue a visa (\$2,107 per month for a single individual in 2016); (ii) the Duke-approved medical insurance (2016 premium of \$161.80 per month) (note that travel insurance is not adequate);

- The candidate agrees to pay the School's administrative fee¹ (\$ 6,000 per semester²).
- C. In general, the School prefers candidates who:
- Are selected competitively by the sponsoring institution from a broad field of candidates;
 - Have a PhD if they are from a university; and if they are not, those who have recent policy experience at a senior level;
 - Have published academic publications or policy "think pieces"/ reports.

Process for Reviewing VS Candidate Requests

- A. Requests from candidates personally invited by Sanford School faculty and those applying to the Magdalena Yesil Visiting Professorship Program are administered by the Assistant Dean for Academic Programs & Student Affairs.
- B. **Requests from all other international VS candidates** are forwarded to DCID's VS coordinators – presently Francis Lethem/ Cheryl Bailey – who proceed as follows on behalf of the School:
1. After verifying that there is available space, the coordinator assesses whether the candidate and proposed research are of potential interest to the School/ DCID, and if so, whether there is a faculty member who specializes in the proposed field of research and who is interested in principle and available as academic adviser. If not, the VS coordinator declines the request on such grounds.
 2. If a faculty member is potentially interested and available, the coordinator verifies whether the VS candidate can cover the required costs of a monthly stipend and travel costs and can pay the \$6,000 semester fee. If the candidate cannot cover the required cost, does not obtain other outside funding, and does not withdraw, the coordinator declines the request. If the candidate can cover most costs but requires a partial or full waiver of the \$6,000 fee, the coordinator consults with the administrative unit interested in the VC to determine whether it approves a waiver and is willing to share in the administrative costs associated with the VS.
 3. If there is an interested and available faculty member and the VS can afford the costs of coming to Sanford, the VS coordinator assures that the VS candidate provides:
 - a. A letter/ e-mail indicating the reasons for his/her interest in the School and general agreement with the principles outlined under the School's policies;
 - b. A curriculum vitae and a research proposal;

¹ The fee is necessary to cover the direct and indirect expenses associated with a Visiting Scholar including:

- staff and faculty labor prior to arrival and during the stay of the Visiting Scholar (vetting applications, consultations with potentially interested faculty, administrative assistance to obtain visas and other certifications, solving problems during their stay (including in case of theft at their apartment, hospitalizations, enrolling their children in school etc.), and providing general advice to the VS about Duke and Sanford, assisting them with integration into the Sanford/Duke/Durham community, etc.;
- local travel on arrival and departure for settling in and settling out;
- dedicated use of a computer (which may need to be purchased);
- dedicated use of phone line when assigned to a cubicle (for which there are monthly fees);
- an expense account for printing/copying/scanning.

² Once the School is satisfied that there will be an institutional or professional benefit from the relationship with the VS, and depending on their (or funder's) ability to pay, the School may agree to a reduced fee or none at all.

- c. Evidence of financial support to cover the minimum monthly subsistence cost required by Duke University to issue a visa (\$ 2,107 per month in 2016), & agrees to pay the health insurance (\$ 161.80/month in 2016) & the admin. fee (\$ 6,000 per semester);
 - d. Letters of reference from two referees regarding the candidate's scholarship; and
 - e. A copy of two of the candidate's top publications.
- 4. Once the necessary information is received, the coordinator/academic adviser assesses the quality of the request and if satisfied, arranges for a Skype or phone interview to confirm language proficiency and mutuality of interests and expectations. After verifying that the faculty adviser continues to be willing to meet regularly with the VS, the coordinator proceeds to issue a formal letter of invitation and with other administrative arrangements.