



University of Pittsburgh Academic Visitor Policy Committee Charter

I. Preamble

This body is called the Academic Visitor Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor for Research (SVC-R) and the Provost and Senior Vice Chancellor (SVC-P) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of generating a University Policy that will govern how any unit within the University will host individuals who are not employed by or formally affiliated with the University (such as enrolled students) but are hosted on campus for a particular academic or research purpose, while self-supported or supported by other academic institutions, companies, government agencies, or nonprofit organizations. These visitors can include undergraduate, graduate, and professional students; postdoctoral associates and fellows; scientists; researchers; scholars; foreign dignitaries; and other individuals from industry, educational, government, and other institutions. The Policy has University-wide application as these visitors may be engaged in any University school or campus.

III. Background

The University of Pittsburgh is proud to be an intellectual destination for visiting scientists, scholars, researchers, and employees from industry, government, nonprofit organizations, and other academic institutions. The University regularly welcomes domestic and international visitors who wish to participate in research, educational, and other scholarly activities. The individuals, who are considered Academic Visitors, enrich the campus environment and provide unique skills and perspectives through their interactions with both faculty and staff members and trainees.

Although Academic Visitors are welcome on campus, steps must be implemented to assure that all laws and regulations pertinent to their visit are addressed. For instance, Visitors who participate in research activities must comply with research security requirements, as well as provisions to safeguard the University's intellectual property. In addition, Visitors who are granted access to potentially hazardous environments such as laboratories must have adequate insurance coverage to defer the cost of an injury. Currently, the University addresses these needs

through a decentralized set of practices and procedures, which has created ambiguity regarding the rights and responsibility of both Visitors and hosting units within the University.

This Policy will establish standard practices to assure that academic visits are compliant with all legal requirements and that both the University and academic visitors are protected during the visits. To do so, this Policy process will attempt to consolidate the current [academic visitor program, guidelines for undergraduate students enrolled at another institution who wish to participate in research](#), procedures for high-school students pursuing internships, and guidelines for international delegations.

IV. Scope and Authority

The Committee will recommend a new University Policy governing how any unit within the University will host an Academic Visitor, and any supporting documents (e.g., procedures, guidelines). In doing so, the Committee's deliberations must address the following topics:

- **Scope and Classification.** Determine eligibility requirements and the categories of Academic Visitors.
- **Proposal Requirements.** Identify what the proposed Academic Visitor or University hosting unit must submit in their request for that Visitor to pursue activities on campus.
- **Compliance.** Address all applicable statutory and regulatory rules that may apply to an academic visit.
- **Alignment.** Address related University Policies, such as those governing research, data, and cybersecurity, and align the new Policy with the requirements in those policies.
- **Protection.** Ascertain and incorporate provisions necessary to protect the University (e.g., indemnification, research security) and the visitor (e.g., health insurance).
- **Authorizations.** Establish approve processes that must be followed to host an Academic Visitor, including clearly defining which departments, units, or schools have the authority to host a Visitor, and identify any category of Visitor who will require unique provisions for authorization to pursue activities on campus, if necessary.
- **Agreement.** Define the required components of a visitor agreements and whether those requirements may differ based on the type of proposed visit or proposed Academic Visitor. At a minimum, the components must include the scope of the visit, including the start, purpose, and end of the visit.
- **Oversight.** Define which University department(s) and office(s) are responsible for monitoring compliance with this Policy.
- **Non-compliance.** Establish the standard by which compliance will be measured and procedures to address when Academic Visitors is alleged to have violated University Policies or the terms of their visitor agreement.

V. Responsibilities

As provided above, the Committee is created for the purpose of proposing a new University Policy governing how any unit within the University will host an Academic Visitor. To perform this function, the Committee has the responsibility to:

- Review the current processes applicable to Academic Visitors, guidelines for undergraduate and high school students participating in research, and guidelines for international delegations;
- Research and discuss best practices for managing Academic Visitors including benchmarking peer universities;
- Incorporate or address applicable federal and state requirements in the proposed Policy and procedures;
- Consistent with the terms of this Charter, discuss proposed policy requirements and responsibilities with interested stakeholders in the University community;
- Consult with student organizations whose focus and mission center on research;
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review;
- Recommend a draft procedure(s), if needed, for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee, at the direction of the SVC-R and Provost and SVC, will be chaired by **Bill Yates**, Vice Chancellor for Research Protections and **Juan Manfredi**, Professor of Mathematics. The Committee will include the following members:

1. **Allen DiPalma**, Director, Office of Trade Compliance
2. **Jeff Whitehead**, Executive Director of Pitt Global Engagement, University Center for International Studies
3. **Jessica Burke**, Professor, School of Public Health
4. **Lara Putnam**, Professor, Department of History
5. **Stephanie Gonzalez**, Assistant Professor of Emergency Medicine; Director of Clinical Shadowing for School of Medicine
6. **Nancy Gauvin, Ed. D.**, Associate Dean of Equity, Diversity, Inclusion and Community Engagement, School of Health and Rehabilitation Sciences
7. **Rebecca Lingenfelter**, University Biosafety Officer
8. **Saleem Khan**, Professor of Microbiology & Molecular Genetics, School of Medicine
9. **Faith Luyster**, Associate Professor of Health & Community Systems, Senate Research Committee Representative

10. **Francis Ferdinand**, Professor of Cardiothoracic Surgery, Senate Faculty Affairs
Committee Representative
11. **Daniel James Joyce**, Graduate and Professional Student Government
12. **Amy Tuttle**, Director of Faculty Affairs

Amy Lindenfelder, Assistant Legal Counsel, will support the Committee on behalf of the Office of University Counsel.

Aynsley Jimenez, Compliance Specialist, will support the Committee on behalf of the Office of Human Resources

Alexander Ducruet, Executive Director, Licensing and Innovation Commercialization, will support the Committee on behalf of the Office of Innovation and Entrepreneurship

Jonathan Vallano, Associate Professor of Psychology at the University of Pittsburgh at Greensburg, will support the Committee on behalf of the regional campuses.

Brittany Conner, Policy Specialist, will facilitate and support the Committee.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed Academic Visitor Policy will be submitted to the SVC-R and SVC-P no later than the end of Spring Term 2024. The SVC-R and SVC-P may ask for interim status reports.

After the review of the SVCR and SVC-P is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Policy Review Process

The review process for the Committee's recommended Policy will include:

- University comment period;
- Academic Leadership Team;
- University Senate Faculty Affairs Committee;
- University Senate's Research Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Academic Visitors, unless otherwise directed by the Chancellor.