

## Visiting Positions

Functional Lead: Provost  
Division: Academic Affairs  
Responsible Office: IRAP

Reference: (a) 5 CFR 334 Intergovernmental Personnel Act  
(b) Federal Employees Compensation Act

1. Purpose. The purpose of this policy is to outline the opportunities and processes associated with visiting positions at Marine Corps University (MCU).

2. Background. Visiting positions allow MCU to enhance the educational and developmental opportunities available to students, faculty, and staff and provide opportunities for collaboration benefitting the university and the Marine Corps. Visiting positions are highly flexible in terms of duration, cost, and function and can be created as opportunities or needs arise. Such positions may be enduring or episodic.

### 3. Policy

a. General Visiting Position Categories. MCU has the following general categories of visiting positions, which can be tailored to specific situations with details regarding duties and expectations provided in the letter of invitation. Categories apply to both military personnel and civilians.

- Visiting Fellow – a graduate student or junior civilian or military scholar whose time at MCU will be spent participating in the general intellectual activities of the university, as appropriate to level and expertise, and working on one or more individual projects.
- Visiting Senior Fellow – a senior scholar or member of the military at the rank of E-9, O-6, or above (or international equivalent) whose time at MCU will be spent participating in the general intellectual activities of the university, as appropriate to expertise, and working on one or more individual projects.
- Visiting Teaching Fellow - an individual whose time at MCU predominantly will be spent teaching and mentoring students.
- Visiting Research Fellow – an individual whose time at MCU predominantly will be spent on one or more specified research projects.
- Visiting Professor of Practice – a senior military or civilian practitioner whose time at MCU will be spent participating in the general intellectual activities of the university and engaging in other activities such as delivering guest classes and electives, mentoring students, providing faculty development opportunities, etc. as appropriate to expertise and interests.

(1) MCU may create other categories for visiting fellows, chairs, faculty, researchers, etc. when required. New categories or titles must be approved by the Provost and the Chief of Staff.

(2) Positions may be created to take advantage of an opportunity to engage with a specific individual. Positions also may be created to be filled competitively or by using a screening process.

(3) Positions involving specific duties at MCU, such as teaching, mentoring students, developing curricula, etc., may be considered gifts of service and be subject to restrictions as indicated in Section 3b.

b. Funding. Visiting positions may be funded by MCU or may be arranged around funding secured by the individual. Funding possibilities include, but are not limited to:

- Grant secured by an individual.
- Funding from an individual's home institution.
- Intergovernmental Personnel Act (IPA).
- Funding from MCU via contract.

(1) The source of funding will determine how funds can be spent, the availability of government benefits, MCU's ability to provide certain types of support and benefits, the applicability of certain policies such as MCU's Academic Regulations, and other issues.

(2) Grants or contracts to support a visiting position at MCU cannot be managed by MCU unless the grant is offered to MCU and accepted or the contract is initiated and awarded with MCU funding. The individual in visiting positions must make arrangements with their home institution or other organization for management of funding.

(3) Work, such as teaching, mentoring students, or developing curricula, performed by individuals with external funding may be considered a gift of service. Externally funded visiting positions that will involve this type of work must be developed in accordance with MCU's Gift Acceptance and Volunteer Service policy.

(4) Individuals in externally funded visiting positions are not eligible for benefits through MCU, including those provided under the Federal Employees Compensation Act.

c. Terms

(1) Visiting positions typically will be set for three, six, or 12 months with the option to renew for additional periods if agreeable to MCU, the individual, and the individual's home institution. Alternative term durations may be established as needed.

(2) Individuals in visiting positions arranged through an IPA assignment may have terms of up to two years with the option to renew for one additional term of up to two years if agreeable to MCU, the individual, and the individual's home institution.

d. In-Residence Expectations and Exceptions. The expectation for most visiting positions is that the individual will spend the majority of their time in residence at MCU participating in and contributing to the intellectual life of the university. MCU may make exceptions in specific cases

such as when travel is a significant component of an approved project or when it is not feasible for the individual to relocate. In such cases, the means of integrating the individual into the intellectual activities of the university and executing specific duties will be specified in the invitation letter.

e. Affiliation. Although most visiting positions will involve participation in activities across the university, visiting individuals are expected to have a primary affiliation with one of MCU's schools, centers, or programs and that component assumes responsibility for the logistics of the visit, as well as integration and supervision. In circumstances where visiting personnel are affiliated with MCU as a whole, their primary point of contact will be either the Provost or the Provost's designee, depending on the nature of the position.

f. Research. Individuals in visiting positions will comply with all applicable federal, Naval, and Marine Corps policies and procedures for the conduct of research.

g. Termination/Discipline

(1) Termination or discipline of an individual in a visiting position filled through the IPA will follow the agreement made between MCU and the individual's home institution.

(2) To terminate an individual in a visiting position who has secured their own funding, the hosting MCU component will notify the Provost for action. Actions taken will include notification of the funder(s). Early termination of an individual's term in a visiting position is at entirely MCU's discretion. Possible reasons include, but are not limited to changes in MCU's focus areas; behavior that violates a law, rule, or regulation; behavior that bears negatively on the professional standards expected of those affiliated with MCU; research misconduct as defined in MCU/Education Command (EDCOM) Order 12000.1F; and space availability.

h. Requirements

(1) Citizenship. This policy and associated procedures apply to visiting positions to be filled by U.S. citizens. Visiting positions to be filled by citizens of other countries may be subject to other policies and should be discussed with the Provost and MCU's Staff Judge Advocate (SJA) and Security Manager prior to position development or invitation.

(2) U.S. Military Personnel. U.S. Military personnel must have permission of their command.

4. Procedures

a. Creating a visiting position

(1) MCU components may create a visiting position based on need or opportunity. Positions must be approved by the Provost and the Chief of Staff. Staffing packages for creating one or more positions should be routed through the Staff Judge Advocate (SJA) and include:

- a description of the visiting position(s),
- an explanation of the value to MCU,
- relevant information regarding expected activities,
- in-residence requirements, if any,
- compensation and/or other funding,
- term, and,
- if applicable, a general overview of the solicitation, application, and selection process.

(2) Staffing packages for positions being created to take advantage of an opportunity to engage with a specific individual also should include the individual's bio, resume, or curriculum vitae (CV).

#### b. Application and Selection Processes

(1) Depending on the nature of the opportunity, some visiting positions may involve an application process to screen candidates for suitability or to manage selection of candidates for competitive positions.

(2) Application processes are initiated and managed by the university component that intends to host the visiting individual and must be reviewed by the SJA and approved by Provost. Staffing packages for application/selection processes should include:

- a description of the visiting position(s),
- an explanation of the value to MCU,
- relevant information regarding compensation and/or other funding,
- a general overview of the targeted candidate pool, and
- descriptions of the solicitation, application, and selection processes.

#### c. Invitation Letters

(1) Invitation letters are issued to initiate all visiting positions. Letters must include, either in the body of the letter or as an appendix, details regarding:

- the term of the visiting position,
- affiliation within MCU with points of contact,
- in-residence requirements, if any,
- compensation/funding, if any,
- expected projects, teaching, other activities, and university engagement activities,
- expectations for residency/presence on campus,
- if applicable, other requirements for the position, such as required research review processes, and
- if applicable, agreement with the individual's home organization.

(2) Invitation letters must be reviewed by the SJA and approved by the Provost or the Provost's designee. Staffing packages for invitation letters should include:

- a description of the visiting position(s),

- an explanation of the value to MCU,
- a draft of the invitation letter,
- a biography, resume, or CV for the invitee, and
- any relevant information regarding compensation and other funding.

d. **Space and Administrative Support.** The MCU component hosting the visiting position has primary responsibility for addressing all issues related to space and administrative support. Requirements will vary based on the specific visiting position, but may include issues such as arranging:

- base access,
- appropriate office space and associated building access,
- computer, appropriate peripherals, and printer access,
- access to MCU's information technology and telephone systems,
- library system access,
- parking,
- contact lists, and
- MCU orientation.

e. **Research Approvals.** For visiting positions including research that may involve interviews, focus groups, observations, surveys, questionnaires, or access to personnel data, the MCU component hosting the visiting position will ensure that the invited individual contacts MCU's IRB Vice Chair at least 30 days prior to arrival. The IRB Vice Chair will ensure the visiting individual is aware of any applicable research policies and procedures, required reviews, and points of contact.

#### **Related Policies and Forms**

Marine Corps University Gift Acceptance and Volunteer Service

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