

# DEPARTMENTAL & HOST FACULTY CONFIRMATION FORM

## Host Departments/Host Professors Expectations for Visiting Miller Professors

The Visiting Miller Professorship program is designed to respond to departmental and faculty nominations to bring outstanding scientists to the Berkeley campus for short term collaborative visits. The Miller Institute appreciates your cooperation in hosting a Visiting Miller Professor in your department, and relies on your assistance to make this a successful program for all involved. To that end, there are a number of expectations the Miller Institute has of Departments and Faculty in their role as Hosts to these visitors.

The Miller Institute will handle all personnel related matters for each of the Visiting Miller Professors, including all HCM activity and campus identification cards. We will also assist non-US citizens in obtaining their J1 visa status. PLEASE NOTE - The Miller Institute *cannot* support any visitor requiring an H1B status.

### **The Miller Institute expects the Host Professor and the Host Department to help in the following ways:**

- In response to your request to bring this visiting scholar to campus, you, as the Host faculty, will respect the terms of the Visiting Miller Professorship which require the visiting scholar to be in residence on the Berkeley campus for the duration of the award period. Absences from campus are not allowed and will result in a pro-rated stipend and living allowance.
- Host Faculty agree to support the general research related expenses of the Visiting Miller Professor.
- Host Faculty & Department will notify the Miller Institute of visitor's scheduled seminars and talks and will advertise them as a Visiting Miller Professor in public announcements.
- Host Faculty & Department personnel shall anticipate the arrival of the Visiting Miller Professor and have space and other facilities available.
- Host shall introduce the Visiting Miller Professor within the department to faculty and administrative staff and provide necessary instructions for interactions with those administrative persons who may handle business needs for the visitor. (e.g. receipt of mail, photocopying, faxing, setting up computer workstations and accounts, etc.)
- Department should include the Visiting Miller Professor in any departmental orientations or welcome events so that they can feel a part of the departmental community.
- Department will include Visiting Miller Professor on departmental rosters and emergency procedure lists and ensure that Visiting Miller Professor receives safety training as may be appropriate and necessary.
- Department will comply with federal regulations governing J-1 Exchange Visitor Program per following page. (see page 2)

Upon receipt of a chart string, the Miller Institute provides each host department \$500 per year per Visiting Miller Professor in departmental administrative support. These funds are unrestricted and may cover "A-21"-like indirect costs. These funds may also be used for entertainment costs for the hosted VMP or for research related expenses.

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### **For Non-US Citizens**

**The Host Department and Faculty agree to comply with the federal regulations listed below governing the J-1 Exchange Visitor Program:**

- **Arrival/Departure Dates & Local Address:** The Host Department and Faculty will communicate with the Miller Institute regarding visitor arrival and departure dates and local address and any changes to dates and local address.
- **Scholar's Credentials:** The Host Department and Faculty has determined that the international scholar's program is consistent with his/her professional background and experience.
- **English Proficiency:** The Host Department and Faculty has determined that the international scholar's English proficiency is sufficient to participate in his/her exchange visitor program.
- **Changes in Program Objective:** The Host Department and Faculty will notify the Miller Institute of any changes in the terms and conditions of this international scholar's exchange program. The Department of State requires that this objective be maintained throughout their stay in J-1 status. If any change to their objective is planned in any way, please notify the Miller Institute who will contact the Berkeley International Office to be sure it is legally allowed.
- **Scholar Advising Support:** The Host Department and Faculty will monitor the progress and welfare of the international scholar, including ensuring that he/she obtains sufficient advice and assistance to facilitate the successful completion of his/her exchange visitor program.
- **Off-campus Work Authorization or Reimbursement:** Host Department and Faculty will contact the Miller Institute to discuss it and before acceptance of U.S. funds from any other source. Off-campus Work Authorization or Reimbursement must be pre-approved by an advisor at Berkeley International Office before the date of the proposed work.