

To: HHS Unit Heads

From: Susan South, Associate Dean for Faculty Affairs

Date: August 18, 2026

Subject: Procedures for Approval of Appointments of Visiting Scholars

When recommending the appointment of a visiting scholar, HHS unit heads should proceed as follows:

1. The unit head should first confirm that the proposed appointment is consistent with the University policy on the appointment of visiting scholars. The relevant policy is available at <https://www.purdue.edu/policies/human-resources/vib3.html>. There are also HHS memos for appointment of Visiting Scholars and appointment of Visiting Faculty available on the HHS guide website or from the Associate Dean for Faculty Affairs. Note that according to University Policy, a Visiting Scholar is “An individual appointed upon Proper Recommendation who is invited to engage in scholarly activities for the academic enrichment of the individual and the department but receives no direct compensation from the University. A Visiting Scholar is not appointed to an academic rank and therefore does not qualify for appointment as an Adjunct Faculty Member.”
2. If the Visiting Scholar is an international visiting scholar (see here for a list: [Visiting Scholar | ISS](#)), the unit head should contact the International Scholar Services office (including PISA), which supports internationals at Purdue University. PISA should be contacted no later than the moment it is decided to host/hire the visiting faculty member; contacting PISA sooner is fine. Please send the ADFA a copy of the PISA intake form for approval prior to submission to PISA. Once the intake form is submitted, PISA will assist with export controls screening, finalizing the visit invitation letter, and review of the case for legal compliance. See [how to host a visiting scholar.pdf](#). Please send the HHS Associate Dean for Faculty Affairs a final copy of the accepted invitation letter.
3. If the Visiting Scholar is a US citizen, the unit head should send to the HHS Associate Dean for Faculty Affairs a brief statement of the rationale for the appointment, the curriculum vitae of the proposed appointee, and a draft of the offer letter to that person. The offer letter must contain (1) the full name of the person, the person’s home institution, and the Purdue University host and department; (2) a brief description of the visitor’s anticipated work assignment; (3) a mentorship plan including direct faculty contacts as well as other anticipated mentors; (4) a statement that the appointment is contingent on the receipt of a valid visa from the US government (if not a US citizen); and (5) dates of anticipated arrival and departure. Do not extend the invitation beyond the time frame that the visitor will be in your direct supervision or responsibility. Template of offer letter: <https://www.purdue.edu/provost/faculty/department-heads/offer-letters.html>.
 - a. The associate dean will confirm that the dean approves the recommended appointment.



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- b. Department/Business Office submits request to Employment Center with signed invitation attached
- c. Employment Center sends NEF (non-employment form; previously “direct hire form) form to the scholar.
- d. Employment Center uploads completed NEF to SharePoint for Payroll Specialist to set up the appointment in SuccessFactors.

Please let me know if you have any questions about these procedures.