

Procedures for Requesting Research Scholar Appointments

Research Scholars are non-salaried positions, which carry neither teaching responsibilities nor other privileges or benefits associated with faculty appointment. They do provide the person with institutional identity for the purpose of conducting scholarly research, along with access to Barnard and Columbia libraries and computing services.

Appointment to these titles are made for a term of one year or less upon the recommendation of the President's Advisory Committee on Appointments, Tenure and Promotion (ATP). After an initial year's appointment, the sponsoring department may request renewal for terms of up to three years based on the department's continuing need for and benefit from further association.

Departments seeking to appoint a Research Scholar should submit the following documentation to the Provost, who will forward the request to the ATP for consideration:

- Letter of support from the department chair, which includes a description of the anticipated benefits of the association, the scholarly research to be conducted, and the specific term of the appointment.
- The candidate's current *curriculum vitae*.

Requests are due to the Office of the Provost no later than October 1 for appointments commencing the following Spring and March 1 for appointments commencing the following fall.

International research scholars generally come to the College under the J-1 visa status, with some exceptions. For questions concerning visa arrangements, please contact Giorgio DiMauro, Dean for International and Global Strategy, Office of the Provost, at gdimauro@barnard.edu or 212-854-2708. The following documentation will be required:

- Confirmation of the candidate's funding source and/or proof of full-time employment.

General questions regarding the appointment of Research Scholars should be directed to Chris Barthel, Associate Director of Faculty Support Services, Office of the Provost, at cbarthel@barnard.edu or 212-854-8365.

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