**HASS Visiting Researcher Request Procedure**

All HASS requested visiting researcher appointments must be approved through the HASS Executive Committee.  In order to complete this process, please submit the following to the Dean’s Office (osburk@rpi.edu):

1) A memo requesting the appointment from the primary department he/she will be affiliated with. The memo must include the appointment duration, scope of work and departmental vote.

2) A copy of the prospective scholar’s CV.

Should the above items be approved at the HASS Executive Committee, the additional item will need to be submitted to The Dean’s Office ([osburk@rpi.edu](mailto:osburk@rpi.edu)).

1) Completion of the visiting researcher temporary access card form.

\*Please note that once the above items are received, the Dean’s office will draft the appointment letter indicating the dates of appointment. Following, the visiting researcher will be able to pick up the appointment letter and signed visiting researcher temporary access card form, from the HASS Dean’s Office (Sage 5402).