



Title: **Outside Visiting Researcher/Scholar Guidelines**

Applicability: **College-wide**

Oversight Department: **Office of Human Resources and Office of Environmental Health and Safety**

Purpose: **The purpose of this policy is to maintain a safe environment for the College community, its visitors, and guests.**

Effective Adoption Date: **August 28, 2024**

I. Purpose & Scope

These guidelines set forth Providence College’s (the “College”) rules and requirements for having Outside Visiting Researchers/Scholars that are not part of the College community (e.g., not employed by the College) conducting activities in College facilities on campus.

The College reserves the right to further restrict Visiting Research/Scholar access as it sees fit.

II. Definition

Visiting Researcher/Scholar: An individual outside of the College community, typically from another higher education institution that conducts research or scholarship in collaboration with College Faculty in any College facility on campus. These guidelines do not apply to individuals who will engage in activities at the College on a one-time basis or with whom College Faculty collaborate with off-campus and/or fully remotely, or who are visiting for an occasional meeting, lecture, or class visit.

III. Requirements for Approval and Service

Any College Faculty member seeking to have a Visiting Researcher/Scholar conduct any activity in person on College property must first obtain approval from both the Dean of their School and their Department Chair. All work done by a Visiting Researcher/Scholar must be done in collaboration with a sponsoring/supervising College faculty member, or benefit the College in some way (i.e., reciprocal laboratory access between the College and another institution, shared research, etc.). Any member of the College is expressly prohibited from leasing, or de facto leasing, College space to an outside individual.

- Visiting Researchers/Scholars must complete the “Information Form for Visiting Researchers at Providence College” and the College’s “Voluntary Waiver Form.” The sponsoring College Faculty member is responsible for submitting copies of these forms to the Office of Human Resources.

- Because they will be on campus and potentially interacting with students, employees and other members of the College community, Visiting Researchers/Scholars must undergo a complete criminal background check through the Office of Human Resources before their work can be approved. Human Resources will notify the applicable College Faculty member and Department Chair when the Visiting Researcher is cleared to begin their research.
- Visiting Researchers/Scholars may be required to undergo select College training programs, such as Harassment, Discrimination, Title IX, and Cyber-Security Awareness training as determined by the Office of Human Resources.
- Visiting Researchers/Scholars that will be accessing any College laboratory must undergo additional safety training. The sponsoring/supervising College faculty member must provide lab-specific safety and equipment training to the Visiting Researcher/Scholar. The Office of Environmental Health and Safety will coordinate and administer any applicable institutional safety training, such as Chemical Hygiene, Biosafety, Hazardous Waste, etc.
- Visiting Researchers/Scholars participating in externally funded research and/or engaging in human or animal research must complete additional required training as determined by the Office of Sponsored Projects and Research Compliance (“SPaRC”) (i.e., Human Ethics Training, IACUC Training, Responsible Conduct of Research Training). The sponsoring/supervising College faculty member is responsible for notifying SPaRC when a Visiting Researcher/Scholar is added to a research team to determine if/when additional training is required.
- Visiting Researchers/Scholars are not considered employees or independent contractors of the College and may not receive any compensation from the College (such as cash or stipends). Visiting Researchers/Scholars are not eligible to receive any benefits from the College, including but not limited to retirement benefits, health, dental, life insurance, or workers’ compensation.
- Visiting Researchers/Scholars must abide by all federal, state, and local laws and regulations that govern their actions.
- Visiting Researchers/Scholars must abide by all College policies, procedures, codes of conduct, and any additional directives issued by the sponsoring/supervising College faculty member’s Department Chair or his or her designee.
- Visiting Researchers/Scholars are not authorized to operate the College’s motor vehicles or enter into any agreement on behalf of the College.

IV. Access and Supervision

- Visiting Researchers/Scholars will be eligible to receive a College Identification Badge upon approval from the Office of Human Resources and the Office of Environmental Health and Safety.
- Visiting Researchers/Scholars will be granted access only to the College building and room necessary to complete their work and only during the hours of 6:00 am to 11:00 pm. Any Visiting Researcher/Scholar that wishes to have greater access must have the department submit a formal written request to the Office of Human Resources and the Office of Environmental Health and Safety and provide a justification for such expanded access.
- The sponsoring/supervising College faculty member must be reachable and within reasonably close proximity to the College (i.e., could be on Campus within an hour if necessary) at all times during which the Visiting Researcher/Scholar is on College property.
- The College reserves the right to remove the Visiting Researcher/Scholar from College property and suspend all work for any reason whatsoever.