

Form VP/S General Guidelines

1. The purpose of this form is to establish administrative approval of a Visiting Professor/ Scholar agreement. These agreements are of a temporary nature.
2. The form is to be used to establish a new agreement with a Visiting Professor/Scholar or to establish a modified agreement related to a change in the original agreement. A letter of justification and a copy of the previous form VP/S must be attached.

State law requires you be informed of the following:

(1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.