

# Brown Scholar Process Guidelines

## 1. Nominations

- a. Nominations of Brown Scholars are solicited from VSU academic units, as well as from partner institutions. In selected cases of national importance where collaboration of VSU and federal agencies, NGOs and other organizations are involved, the Director of CIP may propose a nomination to the Brown Scholar Committee, after discussion with the respective academic unit willing to become a host (cases like candidates from the Scholar Rescue Fund).
- b. The Nomination process requires a discussion with the Director of CIP about the potential institutional benefits of hosting a particular scholar, including but not limited to research, teaching, performances, exhibits and publications.
- c. The nominating unit/faculty needs to propose a specific host stay plan approved by the department and the College that will include period of stay, duties, social and cultural activities and logistical support for the visitor.
- d. The academic host unit works on an intracampus collaborative plan for the visitor with other academic units and community programs. Community engagement, i.e. lectures, round tables, local media interviews, community events support and participation are highly recommended part of the Brown Scholar program.
- e. The documentation for all nominated candidates for the given fiscal year (July 1 June 30<sup>th</sup> of the next academic year) needs to be submitted to the Brown Scholar Committee (also acts as Faculty Internationalization Fund Committee) at least six months prior to the proposed date of the visitor's arrival.
- f. The Brown Scholar Committee endorses/ranks the candidates for the Brown Scholar Award. The final decision of awarding a Brown Scholarship belongs to the VPAA/Provost.

## 2. Documentation

The director of CIP submits to the VPAA/Provost the necessary documents for a potential Letter of Invitation (hiring process) of a Brown Scholar, including:

- a. Letter of nomination;
- b. Plan for support of the Brown Scholar from the host department
- c. Draft of award letter stipulating VSU financial commitments and logistical arrangements; the draft requires specific research into the transportation and logistical solutions for the specific geographical region. Some of the specific research includes
  - i. (i.e. airline tickets for a r/trip to Africa and any developing countries are much more expensive than similar arrangements for most developed countries)
  - ii. Inquiries are made as to the applicability of the nominee health insurance policy in the U.S., thus planning for related expenses and risk management at VSU;

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- b. One of the most critical issues is both at ~~pre~~ arrival and after arrival to verify the visitor (and dependents) health insurance status and ~~limits~~.
- c. Documentation of all related ~~expenses~~ is required for travel reimbursement.
- d. Schedules may need to be changed. Both host department and CIP will work on adjustments.
- e. The host needs to check the living conditions at the apartment a week prior to Brown