

## **College of Health and Human Performance Policy and Guidelines for Hosting Professional Visitors**

### **Introduction**

The College of Health and Human Performance recognizes that valuable contributions are generated through hosting professional colleagues from other national and international universities and organizations. Collaborations with visiting professionals serve to enhance the academic mission of the College, particularly in skills related to the research, scholarship, procurement of external resources, and teaching.

This policy is intended to establish procedures to ensure clarity regarding the responsibilities of all involved. As with all college operations, agreements resulting from this policy are subordinate to the University Constitution, the policies and directives of the Florida Board of Governors and University of Florida Board of Trustees.

Professional visitors must be officially approved in a *Memorandum of Understanding* signed by the Department Chair, other administrators involved (i.e., Institute or Center Director) and the Dean prior to the commencement of the official visit.

### **Establishing a Memorandum of Understanding between the College of Health and Human Performance and Visiting Professionals**

1. The Administrator of the hosting Department is responsible for securing approval from the Dean for the Visit.<sup>1</sup>
2. The Memorandum of Understanding submitted to the Dean must document the approval of the majority of the Department Faculty.
3. The Memorandum of Understanding is based on the proposal request submitted by the Visitor and minimally specifies:
  1. Name, professional affiliation of the Visitor. The Curriculum Vitae of the Visitor is attached as an appendix.
  2. Short- and Long-term objectives of the project or work;
  3. Major activities that will be conducted and rationale for working at the University of Florida to complete these activities, with a realistic timeframe for completion of the activities (Note: one semester/six months is the typical length of a professional visit);
  4. Professional colleagues (faculty and/or students) within the hosting department who will be involved in the project, their specific roles and commitments;
  5. Specific outcome(s) (i.e., professional publications, grant proposal).

---

<sup>1</sup> If other administrators are involved (such as Center or Institute Directors), they need to work through the Host Department Chair. The Chair is the authority required to sign the Memorandum of Understanding in order to secure approval of the Dean.

6. If support services required are beyond those typically provided by the College (i.e., office space, telephone, computer, laboratory facilities), a plan for how those costs will be covered.
7. Results of the Vote of the Host Department Faculty for the proposed visit, indicating that the majority of department faculty approve the Memorandum of Understanding.