



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 74.07: Identification Cards for Visiting Scholars

DATE: June 15, 2023

PURPOSE: Faculty members from other institutions or other scholars occasionally visit Texas Tech University to pursue various research activities without formal (salaried) affiliation with the university. This Operating Policy/Procedure (OP) is intended to specify means by which such persons may be issued identification cards that will enable them to use university facilities and services.

REVIEW: This OP will be reviewed in March of odd-numbered years by the Vice President for Research & Innovation with substantive revisions forwarded to the Provost and Senior Vice President.

POLICY/PROCEDURE

The chairperson of the department with which the scholar is associated should request, by *electronic Personnel Action Form* (ePAF) through normal channels, that an identification card be issued. The ePAF should indicate the duration and reason for the visit and any specific activities to be performed. An appropriate title (such as visiting research scientist or visiting research associate) also should be specified. The ePAF request should be routed through the OR&I Office of Export Control and Security Compliance to assure the screening of the visiting scholar. The ePAF should also indicate that there will be no salary. Justification for the appointment should include a brief description of the scholar's proposed activities.