Friedman School of Nutrition Science and Policy
Visiting Scholar Policy

What is a visiting scholar?
Visiting scholars are faculty who have been invited to come to Tufts to engage in research, academic, and scholarly activities. They are not employees of Tufts and do not receive any employee benefits. In most cases, visiting scholars will be self-funded and self-guided in their research activities.

Friedman School faculty may wish to invite colleagues from their own networks, or potential visiting scholars may reach out to faculty to inquire about a position.

How to address inquiries for visiting scholar positions at the Friedman School
Potential visiting scholars must obtain an invitation from a Tufts faculty member. Because of this, Friedman School faculty may receive unsolicited emails requesting sponsorship.

• No relevance to your research: Unsolicited email inquiries are sometimes sent in bulk to faculty members at the Friedman School, Tufts, or multiple universities. If the email suggests that the area of study is unrelated to yours, it is completely acceptable to disregard and delete the email.

• Some relevance to your research: If the area of study is somewhat related to your area of expertise but does not align precisely, and/or you don’t wish to host a visiting scholar, you could respond briefly, declining the invitation. While you have no obligation to do so, you could check with colleagues who may be more suitable hosts and connect them with potential visiting scholars.

• Potential match: If the potential Visiting Scholar’s research and scholarly interests appear to be a good match with yours, we recommend scheduling a meeting with the individual to further explore their background and research interests.

School-level approval process
Once a potential visiting scholar has been identified, the next step is to discuss it with your division chair so that they are aware and to consider if and how the scholar might integrate with others in the division.

The appointment must be approved by the Dean for Faculty Affairs and the Dean. Please submit the following to the Office of Faculty Affairs at friedman-ofa@tufts.edu:

• The visiting scholar’s curriculum vitae

• A letter of request outlining the reason for the request, intended research and other planned activities, and sources of funding for the visit

• A letter of endorsement from the hosting Friedman School faculty member

Post-approval procedures
After receiving School approval, the Faculty Affairs Officer will work with you, the visiting scholar, and University Counsel to create an invitation letter. This letter will be issued by the Office of Faculty Affairs and will go to the visiting scholar. The Faculty Affairs Officer will also
help with drafting a Visiting Scientist Agreement. Since many visiting scholars are from outside the U.S., the Faculty Affairs Officer may assist the visiting scholar with connecting to the International Center and obtaining necessary documentation (see https://icenter.tufts.edu/coming-to-tufts/visa-certificate/visiting-scholar/).