

**Form 3501 FR.13 –Instructions**

**Visiting Fellow and Laboratory Associate Appointments**

**Revision Date: June 2010**

1. **Term of Appointment**: **Eligibility**

*Visiting Fellow*

The appointment of visiting fellow is given to individuals who hold the Ph.D., are established scholars with equivalent training, or are accomplished individuals such as government officials, journalists, and writers, whose associations with the University and whose regular and significant presence at Yale for a limited period of time will be of mutual benefit. This appointment will only be given to individuals who need such formal affiliation to carry out their research or other planned activities at Yale. This appointment incorporates a former and very similar non-faculty appointment called research affiliate. Appointment at this rank requires review by the Postdoctoral Office and approval of the cognizant provost (in the Faculty of Arts and Sciences) or the dean (in one of the professional schools). Visiting fellows may normally be appointed for one semester or up to one year, with the possibility of renewal for an additional year. Any further appointment requires the approval of the member of the Provost’s Office responsible for the department or school. Visiting fellows are not members of the faculty, and no teaching or work for the University is required or permitted. Visiting fellows are, however, eligible for certain library borrowing privileges, and the department may apply for a Yale e-mail account when it is necessary for the planned activities of the fellow. Appointees are not considered employees of Yale and do not receive Yale salary or fringe benefits. They must show evidence of sufficient financial support and adequate medical insurance for the period of time they hold the appointment.

*Laboratory Associate*

The appointment of laboratory associate is given to individuals who hold the Ph.D. or have equivalent training and are engaged in scholarly or scientific research in association with a faculty member or member of a research group, requiring presence on campus and access to Yale laboratory facilities. This appointment will only be given to individuals who need such formal affiliation to carry out such collaborative activities while at Yale. Appointees will normally have at least two years of research experience following the Ph.D. (or equivalent) and will have demonstrated a high professional ability in fields related to the work or program in the area concerned. Appointment at this rank requires review by the Postdoctoral Office and approval of the cognizant provost (in the Faculty of Arts and Sciences) or the dean (in one of the professional schools). All applicable safety training as stipulated by the University must be completed before an appointee enters the lab. Laboratory Associates are normally appointed for the actual duration of the on-campus collaborative activity, up to a maximum of one year. Any further appointment requires the approval of the member of the Provost’s Office who oversees the department or school. The appointee is not paid from Yale-administered funds, is not considered an employee of Yale, and does not receive fringe benefits. Candidates for this rank must provide evidence of sufficient financial support and adequate medical insurance, which must be maintained for the full term of the appointment. Laboratory Associates are eligible for certain library borrowing privileges, and the department or school may apply for a Yale e-mail account when it is necessary for the planned activities of the appointee.

**1. Maximum term**

The maximum time in either rank is one year.

**2. Access/E-mail**

An appointee is entitled to use departmental facilities, certain of the University’s computer facilities, and the libraries. The appointee will receive a NetID, library access and a Yale ID and access to the Yale Health Plan at the billed associate rate. E-mail accounts are not provided to Visiting Fellows unless specifically needed for the Yale appointment (1).

**3. Expectations**

#### Sponsor: The sponsoring faculty member is the supervisor of a visiting fellow or laboratory associate during the time the appointee is on the Yale campus and will arrange for or provide all necessary training.

#### Appointee: All activities undertaken at Yale must comply with relevant University policies including those on conflict of interest, conflict of commitment, patents, and copyrights. These activities must not interfere with the primary research and training obligations of Yale.

#### Business Manager: The Departmental Business Administrator is available to provide guidance and support to visiting fellow and laboratory associate appointees in the department and to serve as a link to the Dean’s, COI Committee and Provost’s offices.

**6. Application Process**

Central Campus Appointments: Visiting Fellows and Laboratory associate candidates must provide a completed Application for Appointment, up-to-date curriculum vitae and list of publications, and the Postdoctoral Affairs Data Collection Form, all to be sent to the prospective administrator/business manager of the faculty sponsor at Yale. Please see the Office for Postdoctoral Affairs website for further details: [www.yale.edu/postdocs](http://www.yale.edu/postdocs), click on administrators. Appointment of self- employed individuals is generally not permitted. Visiting Fellow and Laboratory Associate appointments are reviewed and signed by the department administrator and chair of the sponsoring department before being submitted to the FAS Postdoctoral Office or the appropriate School of Medicine office.

School of Medicine Appointments: Please submit a Lab Associate Application to Postdoctoral Affairs. Once an application is approved by Postdoctoral Affairs, the department should submit a Yale-formatted CV, signed appointment letter, and BMS profile to Postdoctoral Affairs. The Visiting Fellow appointment type is rarely if ever used at the School of Medicine; no application is available.

**7. Changes During Appointment:**

The individual must immediately report any changes in his or her employment status or compensation during the appointment to the Postdoctoral Affairs Office.

**8. Classes**

Visiting Fellows and Laboratory Associates are not permitted to enroll in any classes. If they wish to take classes, they should contact the Graduate School regarding admission to student status.

**Checklist for Determination of Status as a Visiting Fellow or Laboratory Associate**

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| --- | --- | --- |
|  | **Laboratory Associate** | **Visiting Fellow** |
| Collaborative relationship with Yale faculty | Yes | Not necessary |
| Doctorate Level | Yes | Or other distinguished individuals |
| Purpose | Requires presence on campus and access to Yale laboratory facilities | Independent research on the Yale campus |
| Library privileges | Yes | Yes |
| Gym privileges (with payment) | Yes | Yes |
| Network access  | Yes | Yes |
| E-mail access | Yes | No |
| Campus sponsor | Yes | Yes |
| Financial support from the University | No | No |
| Insurance- health, financial support and workers comp | No; must come from employer | No; must come from employer |
| Conflict of Interest Form | Yes | Yes |
| Named on a Yale grant | No | Not likely |

1. Requires approval by the cognizant Provost.