CORNELL UNIVERSITY

SCHOOL OF HOTEL ADMINISTRATION

VISITING AND VIRTUAL RESEARCH

SCHOLAR MANAGEMENT PLAN

Table of Contents

INTRODUCTION

The Cornell University School of Hotel Administration (SHA) welcomes applications from domestic and international visiting scholars for periods of two weeks or more. Admission to the SHA Research Scholar's Program is highly competitive. SHA receives many more applications than there is space available to accommodate. Virtual Scholars will collaborate remotely with SHA faculty.

SHA Visiting/Virtual Research Scholars participate in the SHA research program in collaboration with other SHA faculty members. Visiting Scholars are employed by other academic institutions and visit SHA for short periods of time during their collaboration. Virtual Scholars are employed by other academic institutions and collaborate remotely with SHA faculty members. The Visiting/Virtual Research Scholars do not receive any stipend from SHA but may be eligible to receive reimbursement for specific research expenses related to SHA activities if approved in advance through the funded research process.

Guidelines for Visiting/Virtual Research Scholars (Candidates must meet all application criteria)

SHA Visiting/Virtual Scholar candidates will submit a letter of intent after the candidate has secured sponsorship from an SHA faculty member. The candidate will need an endorsement letter from an SHA faculty sponsor. The endorsement letter should state that the candidate will work on collaborative research with the sponsoring faculty member and that this collaboration will lead to jointly authored articles or center reports (Exhibit 1). The endorsement should also include:

- o The SHA faculty member's willingness to be responsible for the successful completion of the terms agreed to in the candidate's appointment;
- o A research-collaboration plan, as well as an agreement to submit a brief report about the outcome of the collaboration at the end of the scholar's visit and a plan for how this research will lead to jointly co-authored publications.

The candidate will also be expected to submit a letter of support from his/her supervisor at their home institution and a CV to the appropriate SHA Center or Institute (C&I) Program Manager (CHR, CIHLER, CREF, or PIHE) to be considered for an SHA Research Scholar position. The letter of support should state that the home institution agrees to the terms of the affiliation between the candidate and SHA. The home institution agrees to take appropriate actions of any breach of agreement. Finally, the candidate must provide certification of English Proficiency.

INTRODUCTION CONT'D

English proficiency may be demonstrated in one of several ways:

- o Through an objective interview conducted in English;
- o By valid test score meeting the following standards: TOEFL (79 or above) or CEFR (B1/B2);
- o By documentation (e.g. a letter of certification from an academic institution or English language school;
- o N/A because the visitor is a native speaker of English and /or from a country with English as an official language (see list below);
- o N/A because the visitor received education in a country with English as an official language and the language of instruction in a higher education (see list below).

Countries with English as an official language and the language of instruction in higher education:

- ° Anguilla
- ° Antigua and Barbuda
- ° Australia
- ° Bahamas
- ° Barbados
- ° Belize
- ° Bermuda
- ° Botswana
- ° British Virgin Islands
- ° Cameroon
- ° Canada (except Quebec)
- ° Cayman Islands
- ° Dominica
- ° England
- ° Fiji

- ° Ireland, Northern
- ° Ireland, Republic of
- ° Jamaica
- ° Kenya
- ° Lesotho
- ° Liberia
- ° Malawi
- ° Malta
- ° Mauritius
- ° Montserrat
- ° Namibia
- ° New Zealand
- ° Nigeria
- ° Papua New Guinea
- ° St. Kitts and Nevis

- ° Singapore
- ° Solomon Islands
- ° South Africa
- ° Swaziland
- ° Tanzania
- ° Tonga
- ° Trinidad and Tobago
- ° Turks and Caicos Islands
- ° Uganda
- ° United Kingdom
- ° Vanuatu
- ° Wales
- ° Zambia
- ° Zimbabwe

Benefits to Visiting Research Scholars

- o Access to a workspace and campus resources, including data (subject to confidentiality agreements);
- o Ability to apply for research support (for reimbursement of expenses);
- o Ability to work on collaborative research with SHA faculty;
- o Library resources and search capabilities;
- o Access to faculty lounge.

INTRODUCTION CONT'D

Benefits to Virtual Research Scholars

o   Ability to work on collaborative research with SHA faculty;
o   Ability to apply for research support (for reimbursement of expenses);
o   Library resources and search capabilities;

Expectations from candidates

o   Candidates agree to write one SHA Research Report or an academic journal article based on their research, preferably co-authored with their SHA faculty sponsor;
o   Candidates agree to review manuscripts for SHA Research Reports or *Cornell Hospitality Quarterly*;
o   Candidates agree to non-disclosure agreements associated with the SHA research databases;
o   Candidates agree to acknowledge SHA support and affiliation in publications resulting from SHA-supported research;
o   Candidates agree to serve as an ambassador to industry and academic events (when appropriate);
o   Candidates agree to adhere to all SHA and Cornell University Policies and Procedures with regard to research and employment.

Expectations from candidates' supervisor

o   Supervisor accepts the terms of the affiliation between the candidate and SHA;
o   Supervisor agrees to take appropriate actions in case of any breach of this agreement;
o   Supervisor guarantees financial support for the Visiting/Virtual Research Scholar for the time period during which placement at Cornell is established.

Expectations of SHA faculty sponsor

o   Faculty member will provide a clear understanding of the expectations in researching and writing articles and will meet with Visiting Scholar regularly;
o   Faculty member will prepare, and submit, a research plan to Program Manager as part of application;
o   Faculty member will guarantee a finished research project *(see V. Appointment Completion Processing on page 6)*;
o   Faculty member will provide a brief collaboration report at the completion of the appointment.

SHA Visiting/Virtual Scholar applications must be received January 1st for summer or fall appointments and by September 1st for spring appointments (per attached schedule). Applicants wishing to be considered for more than one semester must submit proposals for each semester.

As a guide to determine eligibility by term, see Figure 1. The deadlines are graphed in Figure 2. SHA Visiting/Virtual Scholar materials will be processed in the order as received.
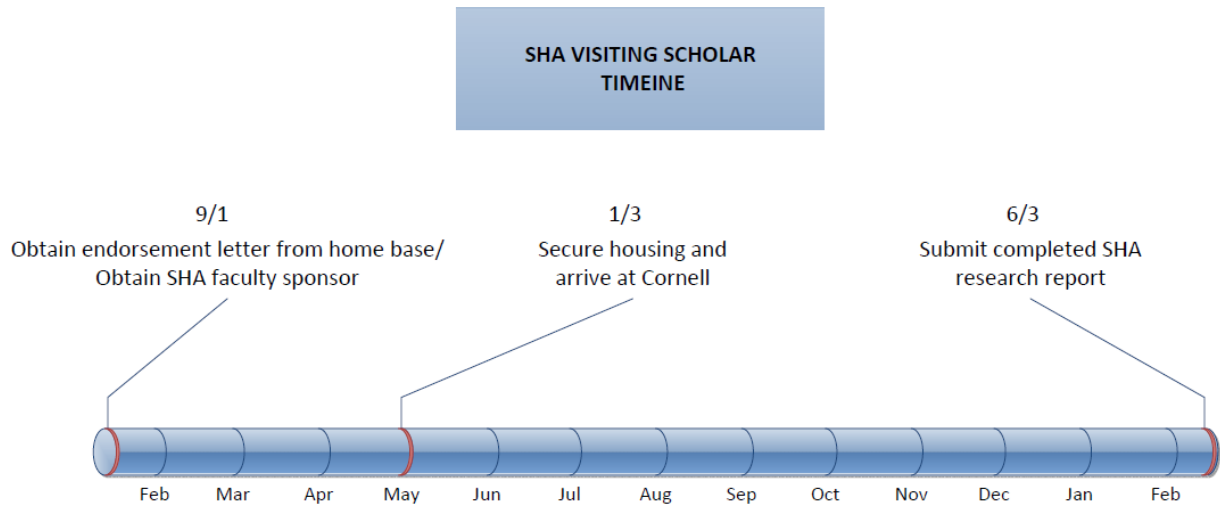
Application Materials: **Due:**

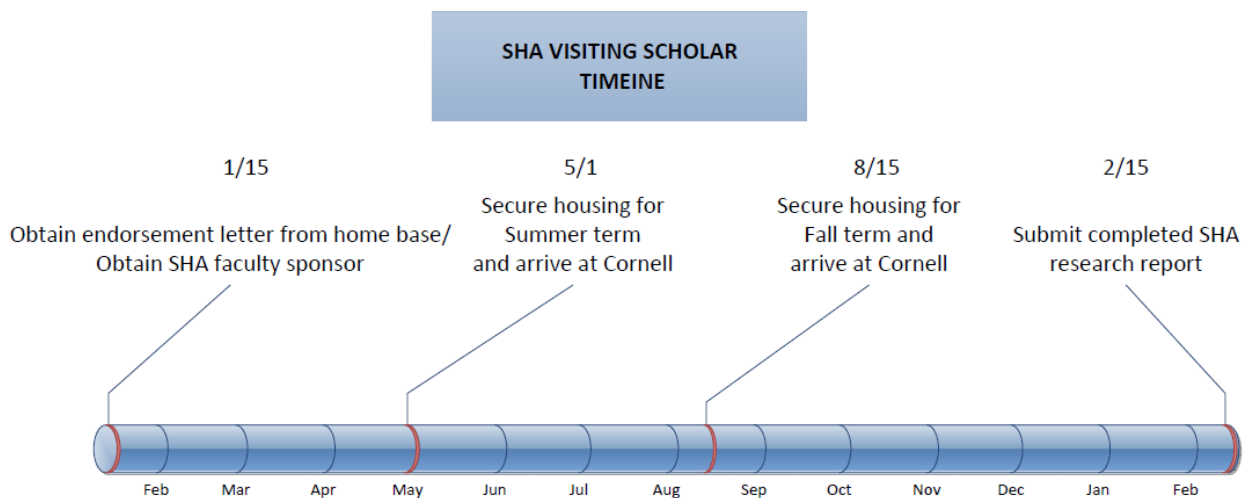| Document	From	To	Summer or Fall Pre-Visit	Summer or Fall During & Post-Visit	Spring Pre-Visit	Spring During & Post-Visit
Letter of Intent	Candidate	Program Manager	January 1		September 1	
CV	Candidate	Program Manager	January 1		September 1	
Letter of Reference & Financial Support	Candidate's Home Institution Sponsor	Program Manager	January 1		September 1	
Letter of Endorsement	SHA Faculty Sponsor	Program Manager	January 1		September 1	
Dean's Appointment Letter	Associate Dean for Academic Affairs	HR & Program Manager	March 1		November 1	
Research Plan	SHA Faculty Sponsor	Program Manager		August 15		January 15
Non-Disclosure Agreement for data access	Candidate and SHA Faculty Sponsor	Program Manager	As necessary	As necessary	As necessary	As necessary
SHA Publication	Candidate and SHA Faculty Sponsor	MS Tracker		January 1		June 15
Brief Collaboration Report	SHA Faculty Sponsor	Program Manager		January 30		June 30

Figure 1

Candidates should submit their application, as well as any questions to Program Managers.

- **The Cornell Center for Hospitality Research**: Carol Zhe (caz9@cornell.edu)
- **The Cornell Center for Real Estate and Finance**: Crissy Carter (cmc452@cornell.edu)
- **The Leland C. and Mary M. Pillsbury Institute for Hospitality Entrepreneurship**: Michelle Ciaschi (mlc296@cornell.edu)
- **The Cornell Institute for Hospitality Labor and Employment Relations**: Erica Heim (erh72@cornell.edu)

For Spring Consideration

SHA VISITING SCHOLAR TIMEINE

9/1	1/3	6/3
Obtain endorsement letter from home base/ Obtain SHA faculty sponsor	Secure housing and arrive at Cornell	Submit completed SHA research report

Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb

For Summer/Fall Consideration

SHA VISITING SCHOLAR TIMEINE

1/15	5/1	8/15	2/15
Obtain endorsement letter from home base/ Obtain SHA faculty sponsor	Secure housing for Summer term and arrive at Cornell	Secure housing for Fall term and arrive at Cornell	Submit completed SHA research report

Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb

Figure 2

CONCLUSION

SHA Visiting Research Scholars are hosted at Cornell from two weeks to one semester at a time. Scholars who wish to apply for a one year appointment must submit an application for each semester. C & I Program Managers will have knowledge of all applications and be able to develop a solid plan to facilitate the program. Virtual Scholars will collaborate remotely with the SHA faculty sponsor. The Cornell faculty sponsor and C & I Program Manager will work closely to manage SHA Visiting/Virtual Research Scholars – from application through term.

In order to maintain an effective overall structure, it is important to follow all policies and procedures, and it is necessary to monitor and evaluate the program and implement changes if the current structure becomes inadequate.