WICHITA STATE UNIVERSITY

[Use departmental letterhead]

December 1, 2016

Celine Dion, Ph.D.
380 Rue Sherbrooke
Montréal, QC H3A 0B1
Canada

Dear Dr. Dion:

On behalf of the College of _____ and the Department of _____, I would like to formally invite you to Wichita State University (WSU) as a visiting research scholar [or professor or student intern] from _____ to _____.

Dr. Mark Acme, Associate Professor of _____ will be your immediate supervisor, while Dr. Dana Kim, Assistant Professor of _____, will be your faculty host/mentor during your time at WSU. The faculty mentor will serve as both a professional and personal resource to help you adjust to not only Wichita State University, but also the community, as well.

While you are at WSU, we would like you to engage in the following activities:
[List all duties]

- Develop….
- Design and implement….
- Analyze….
- Write…
- Perform….

As a review, the position requires the following:
[list position requirements such as:]

- Ph.D. or doctorate in a related field from an accredited university.
- Demonstrated technical writing ability.
- Ability to assist and/or take the lead in writing research grants and research proposals.
- Ability to collaboratively work with external and internal partners.
- Ability to effectively interact with people of diverse backgrounds.

In order to provide specific parameters for the visiting scholar position, several requirements will be used to successfully evaluate your contributions. During your time here at WSU, the following expectations are required:
[list all expectations such as:]

- Coordinate with faculty to provide at least one guest lecture for a class or topic of your choosing.
- Partner with faculty to develop at least one scholarly publication for submission.
- Team up with faculty to develop at least one scholarly presentation.
- Collaborate with faculty, staff, or students to engage in applied sport management research activities with current or new departmental partners.
- Other teaching and/or research activities as needed.
- Participate in organizational activities and demonstration of professionalism—as determined by departmental annual review policies—in all professional activities.

[List pay and any support you will provide below]
Your pay will be $_____ for the year you are at WSU (or specify that the Exchange Visitor will not be paid). Medical insurance will be provided as a fringe benefit [or medical insurance will not be provided]. You will be responsible for finding your own housing accommodations and paying for your own room and board. During your time at WSU, the following support and resources will be made available to you: a shared office space, a shared phone (university land line), and available professional development opportunities granted to faculty members including invitations to our department meetings and seminars. When you arrive we can access university-owned computer (hardware and software) inventory in anticipation of your research needs. We cannot, however, guarantee you specific operating systems, brands, or platforms. We will also arrange for you to have access to the University Libraries. You will be responsible for paying for medical insurance, personal items, and all transportation costs.

Carrie Henderson, Senior International Student Advisor/PDSO/RO, will be your contact for visa and immigration-related matters. You may contact Carrie via email at Carrie.Henderson@wichita.edu, or by phone at 1-316-978-3232.

We look forward to welcoming you to Wichita State University. I am confident that you will have a productive and rewarding experience both on campus and in our community. We will gain much from your presence and participation within our departmental activities. Please feel free to contact me should you require any additional assistance.

Sincerely,

John Smith, PhD
Chair, Department of _____

Cc: Dr. _____, Dean of the College of _____
Dr. _____, Provost and Sr. Vice President
Ms. Carrie Henderson, Senior International Student Advisor, PDSO/RO