

EEB policy for temporary academic visitors

1. Our goal is to find desk and research space for every academic visitor, but visitor space is not guaranteed.
2. The faculty host is responsible for finding desk and research space for academic visitors. Hosts should work with the neighborhood representative to identify space. Please begin planning for your visitor as soon as possible. Last minute requests are more difficult to accommodate. Any neighborhood conflicts over space allocation should be brought to the department-wide space committee.
3. Short term visitors (< 2 weeks)
 - a. Visitors who will be on campus for two weeks or less may be able to borrow a temporary MCard from the EEB office. The temporary MCard can be used for daytime access to BSB lab spaces. Hosts need to send an email to Nancy where they explicitly take responsibility for the visitor's conduct. Hosts are also responsible for ensuring the temporary MCard is returned to the EEB office when the visitor leaves.
4. Long term visitors (>2 weeks)
 - a. Visitors who will be on campus for two weeks or more can get their own MCard and unique name through Human Resources (Katherine Guarino).
 - b. International visitors must have a visa that allows them to work in the US, such as a J1 or H-1B visa rather than a B-1 tourist visa.
 - c. If visitors need after-hours access to BSB, the host should send the following information to the Associate Chair for Space and Facilities.
 - i. The visitor's name, unqiuname
 - ii. A statement that the host accepts responsibility for the visitor's presence in the building
 - iii. The reason why this access is essential for research
 - iv. A copy of the visitor's lab safety training certificate from ESH