July 13, 2018

New Academic Visitor Agreements and Guidance

The Office of the Senior Vice Chancellor for Research through the Office of Export Controls Services (OEC) will be implementing new Academic Visitor Agreements and Guidance this month as a replacement for the current guidance originally developed through the Office of the Provost. This new guidance went into effect July 1, 2018.

Overview

Under this new guidance, academic visitors will fall into one of three new categories:
- Short-term visits lasting less than 14 days,
- Long-term visits lasting 14 days or more, or
- Visits regardless of duration that permit access to laboratories or hazardous materials.

Academic visitors falling into the first category will not be required to sign a Visitor Participation Agreement; academic visitors falling into the latter two categories will be required to sign one.

Supporting Resources

A stand-alone website (visitor.pitt.edu) has been created and contains the new academic visitor procedures, agreement templates, applicable forms, FAQs and help line contact information. As part of the help line function, Charles Lyon will function as the visitor liaison to assist the Pitt community with its questions. You can contact Charles with any questions about this new guidance via email at visitor@pitt.edu or by phone at 412-624-2116.

Also, the OEC will be partnering with individual schools, centers and institutes to provide training and to answer questions about the new academic visitor agreements and implementation. To help build awareness of the new academic visitor agreement and guidance, please circulate this notification to all affected faculty and staff in your school or area.

Thank you.

Rob A. Rutenbar, Senior Vice Chancellor for Research

Allen A. DiPalma, Director, Office of Export Controls Services