

OVERVIEW

The School of the Art Institute of Chicago (SAIC) recognizes the value of sponsoring outside research scholars in art and design to enrich the learning experience for our students and the collegial environment for our faculty. In turn, research scholars benefit from the stimulating SAIC teaching and learning environment. Research scholars, who may be from the United States or another country, should be invited for their expertise in any area of art, design, art history, or related fields that are aligned with the educational goals of SAIC. Scholars' period of research at SAIC varies, but all scholars are sponsored by an academic department after a proposal—outlining the research to be performed, length of residence, and other vital details—has been approved by the Dean of Faculty prior to the research period. The application and selection procedures for scholars, as well as the expectations between scholars and SAIC, are set forth below.

APPLICATION

Prospective research scholars must submit an application to a department of SAIC at least one year in advance of the intended period of research. The application consists of the following materials:

- Proposal for research, which includes:
 - description of research to be conducted
 - outline of timeline for research, which would normally conform to SAIC fall and/or spring semesters, i.e. late August–Mid-December or late January–Mid-May
 - description of expected outcomes of research
 - list of source(s) and details of funding, confirmed and/or anticipated
 - description of the scholar's and/or research's benefit(s) to SAIC
 - proposal of lecture or other presentation of work to be given while at SAIC
- Résumé, which includes:
 - education
 - current institutional affiliation and/or employment
 - Country of origin and country of residence
- Portfolio of work, writings, publications, exhibitions, projects, etc.
- Evidence of proficiency to speak, read, and write English

International candidates who are selected must also take the steps necessary to obtain any required visa or immigration documents in advance of the agreed-upon start date for the residency. International scholars with a residency of longer than 90 days will:

- provide all required materials for application for a Research Scholar (J-1) Visa with SAIC as the sponsoring institution
 - pay a processing fee of \$500, made payable to "SAIC" and remitted to Molly Scranton in the office of the dean no later than six months prior to the beginning of research.
 - agree to comply with all requirements and eligibility dates associated with the visa
 - complete an interview at a US Embassy, paying associated fees
- N.B. no visas for family members are considered*

EXPECTATIONS OF SPONSORING ACADEMIC DEPARTMENT

Departments that seek to sponsor a research scholar will:

- Submit the proposed scholar's application materials to Molly Scranton in the office of the dean for consideration by the Dean of Faculty at least ten months in advance
- With the scholar's application, submit a support letter that:
 - provides evidence of the unique qualifications of the research scholar to complete project or research in his/her area
 - outlines benefits to the SAIC community that the residency represents
 - clarifies unusual components of the proposal (e.g., unusual resources that SAIC might have to provide)
 - appoints a full-time member of the faculty in the department to be the research scholar's host during their period of residency
 - identifies an appropriate public presentation of work, e.g., exhibition or lecture

Unfortunately, given limited resources, SAIC departments may not:

- seek to grant research scholar tuition remission for degree courses while in residence at SAIC
- give research scholar individual space (on- or off-campus)
- provide administrative services, including those related to travel or accommodation

APPROVAL BY DEAN'S OFFICE

Awarding of Research Scholar opportunities takes into consideration the institutional goals, academic priorities, and resources of the School. Given these considerations, the Dean of Faculty (or her/his designee) makes the final decision on all proposals. The Dean of Faculty will notify the department of the decision within approximately one month after the department submits the applicant's complete application materials to the Dean's Office.

TERMS OF RESIDENCY

During their residency, research scholars:

- will be granted an SAIC ID card, which will grant them access to the School and museum as well as their libraries
- will present work or a lecture to an appropriate student or community gathering
- will cite SAIC as the sponsoring institution on all materials produced, published, or otherwise created during or as a result of the residency
- will *not* receive pay, cost reimbursements, or benefits from SAIC
- will *not* receive tuition remission for degree courses at SAIC
- will *not* be given individual office or studio space (on- or off-campus)
- will *not* receive administrative support or services, including those related to travel or accommodation