VISITING FACULTY GUIDELINES

All visiting faculty must have a sponsoring CEOAS PI. Sponsoring PIs are responsible for making arrangements with the Dean's office for office space and computing services via the "*CEOAS Visitor Resource Request Form.*" The form is available on the CEOAS forms website: http://ceoas.oregonstate.edu/facultystaff/files/visitor_resource_form.pdf   When complete, the form should be returned to the HR Coordinator and will serve the dual purpose of informing the Dean's administrative unit of a visitor's arrival and will also initiate the office space assignment and computing services processes.

OFFICE SPACE

   Office space will be allotted to each visitor in any of the currently CEOAS-occupied buildings on a space available basis (space may be shared). Space requests will be negotiated between the Dean, those who will decide where and when office space is available and the appropriate discipline.

COMPUTERS

   This policy applies to CEOAS visitors who are housed within the COAS computing network. Visitors housed within the COSINe computing network are subject to the COSINe policy and procedures.

   Visitors who will be spending **less than one month** at OSU can obtain a special "guest" account that has been established by the RCS staff. These accounts will provide basic network connectivity, access to email, file storage on College "scratch" spaces, and computing. At the end of the visit, all of the files associated with the "guest" account will be removed and the password changed. The Dean's approval of the visitor's '*CEOAS Visitor Resource Request Form*' will initiate the process to set up a "guest" account. Non-CEOAS machines cannot be attached to the College network for these shorts visits.

   CEOAS visitors who will be spending **more than one month** (for example, sabbatical visitors) can obtain a regular account through their CEOAS sponsoring PI, using the same procedures as for CEOAS research staff. For long-term visitors, a Sponsoring PI should complete the *'CEOAS Research Computing System – Obtaining a New Computer Account or Computer System'* as well as the *'CEOAS Visitor Resource Request Form.'* Non-CEOAS machines can be attached to the College network for these long visits. The visitor is responsible for ensuring that the computer is compatible with the CEOAS network and for returning the computer to its original configuration. The College assumes no liability for any damage that may result from connecting to the network.

   Available resources:
   Electronic mail: Visitors may have access to Internet mail with an Internet address through common-use equipment (PCs and Macs available in common-use facilities).
   Connection to the CEOAS Network: Computers (PCs, Macs, and UNIX workstations) are available for visitors to use in common-use facilities. Visitors spending more than one month may wish to bring their own computers and obtain direct access to network computing facilities via their sponsoring PI in CEOAS provided office space.

FAXES

   The cost of sending faxes to local numbers will be absorbed by CEOAS. For long-distance faxes a calling card should be used.

MAILING
Costs for local mailing will be absorbed by CEOAS. For Fed-Ex, UPS, or any other special needs, however, an account number will be necessary. If the sponsoring PI requests a mailbox for the visitor, it will be set up in the "courtesy" area of CEOAS mailboxes.

PIs may provide any of the services not provided by CEOAS funds should they wish to cover costs from grant funds.