

**School of Education**

**Visiting Scholar Review Checklist**

1. Name of Visiting Scholar:
2. With whom will the scholar work? Please include all faculty names, and departments.
3. Will there be any financial commitment required from The School of Education or St. John’s University?
4. Are there other resource commitments required (beyond the basics the university provides, such as library access)?
5. What’s the reason for coming to St. John’s University?
6. Will the visiting scholar be teaching any courses? If yes, which?
7. Does the visiting scholar or St. John’s University have an MOU that would impact this visit? If so, please supply that documentation.
8. Please provide a copy of the St. John’s University invitation letter.
9. Please provide any other pertinent information.
10. What are the start and end dates of the visiting scholar’s work with The School of Education faculty?