



MEMORANDUM

To: All College Deans
From: Dr. Ahmad M. Itani, Vice President for Research
CC: John S. Weibe, Vice President for Academic Affairs & Provost
Subject: UTEP HOP Policy Section IV, Chapter 12 – Visiting Scholars and Researchers
Date: July 28, 2026

The University of Texas at El Paso (UTEP) reminds all faculty, staff, and research personnel that HOP Section IV, Chapter 12: Visiting Scholars and Researchers is currently in effect and applies to all departments hosting visiting scholars, researchers, visiting scientists, or other non-employee research collaborators.

This policy establishes a standardized framework for the review, approval, oversight, and management of visiting individuals engaged in research, scholarly, academic, or laboratory activities at UTEP. The policy supports the University's mission of fostering collaboration and innovation while ensuring compliance with applicable federal and state laws, University of Texas System requirements, and institutional research security expectations.

Visiting scholars and researchers may access laboratories, equipment, research data, intellectual property, controlled technologies, and sensitive information. Proper vetting and oversight help protect UTEP's research enterprise, support responsible collaboration, address research security risks, and ensure compliance with export control laws, national security considerations, and federal sponsor requirements. The policy also protects faculty sponsors, departments, and the University by defining responsibilities, expectations, and accountability throughout the visitor's affiliation with UTEP.

Faculty and departments planning to host visiting scholars or researchers should review the policy carefully and work with the appropriate administrative offices to ensure all requirements are met before visitors begin their activities. The Research Compliance and Regulatory Assurances unit of Research & Innovation is staffed to advise and assist faculty in conducting activities related to research and sponsored projects. Questions regarding this policy may be directed to Dr. Victor M. Manjarrez, Jr., Director of Research Protections at (915) 747-7812 or exportcontrols@utep.edu.

UTEP remains committed to maintaining an open and collaborative research environment while protecting the integrity, security, and compliance of its research programs. Your cooperation is essential to advancing both objectives. For additional information on the policy to include guidelines please visit us at [Visiting Scholars / Researchers](#).

Please distribute this memorandum as you deem appropriate.