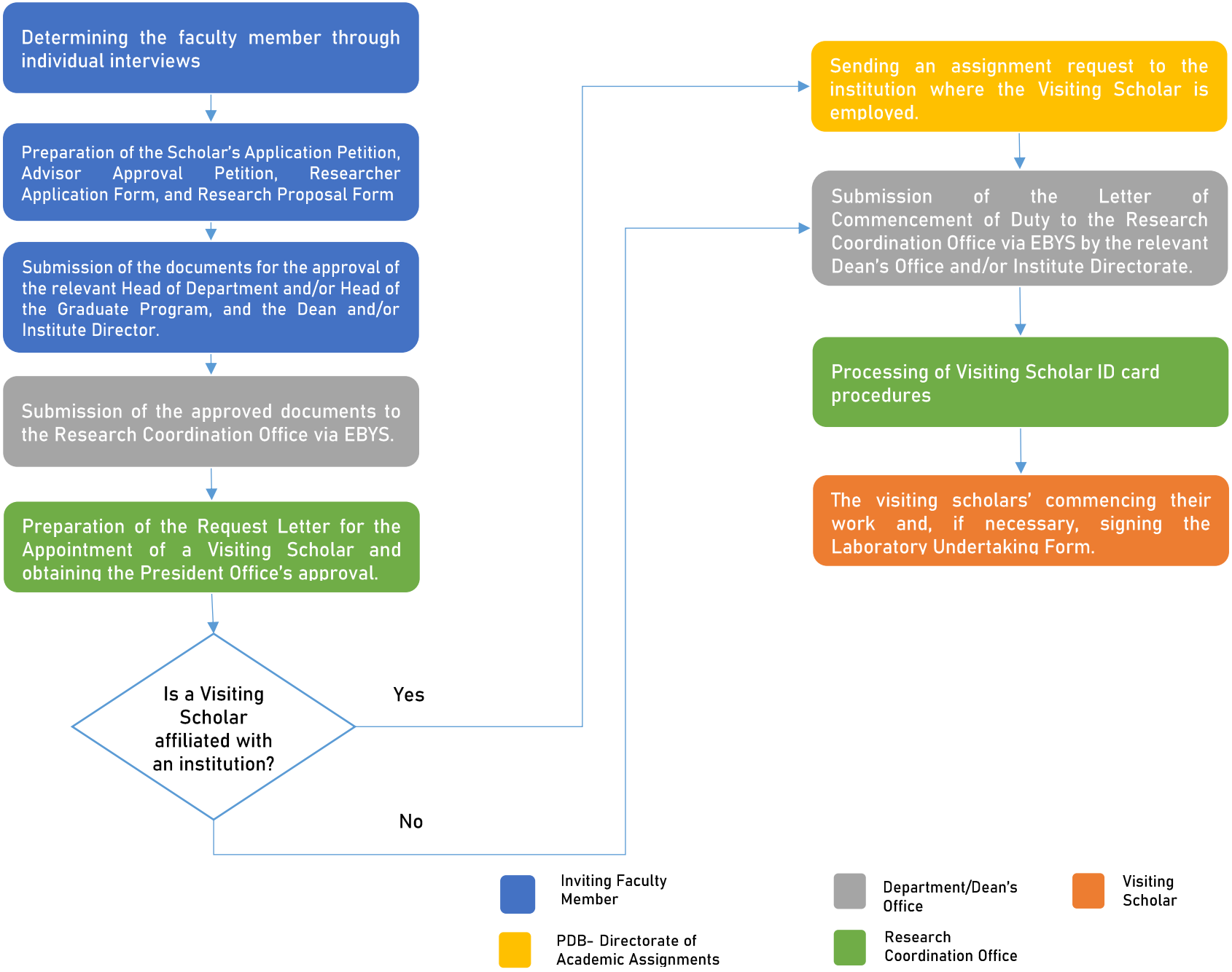VISITING SCHOLAR ASSIGNMENT PROCESS