Print

Human Resources: Guest Investigator Appointment Remote Check-in Process

Welcome to the Woods Hole Oceanographic Institution, we look forward to seeing you on campus. We understand you may not arrive at WHOI when your appointment is due to commence. In order for your appointment to become active, you must complete the appointment check-in forms provided below and return the forms to the Human Resources Department.

In addition, we have provided information regarding our campus-wide emergency notification program, a question and answer brochure regarding our policy against harassment, and instructions on obtaining a WHOI ID card.

We also require that you review Institution Policies, appropriate policies and links are provided below and in the related links box.

Check-in Documents

Check-in Sheet
Requests basic personal and contact information.
This form is required to activate your appointment.

Patent Agreement
Guest Investigators signature section located at bottom of document.
This form is required to activate your appointment

Voluntary Self-Identification Form
Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those which require information to be summarized and reported to the federal government for civil rights enforcement.

You may return these forms to Human Resources by one of the following means. Once recieved by the HR, you will be notified:

1) email - hr@whoi.edu or

2) fax - Human Resources at 508-457-2173 or

3) mail - Woods Hole Oceanographic Institution

Human Resources, MS 15

266 Woods Hole Road

Woods Hole, MA 02543

Foreign National Guest Investigators

In addition to what has been mentioned above, when arriving at the Intsitiution, you are required to meet with the Institution's Foreign National Advisor. You must remember to bring the following documents with you:

- Completed Foreign National Information Form
- Passport, Visa, I-94 Departure Card (white card stapled to your passport when you enter the U.S.)
- Other documents which establish your immigration status: DS-2019 Form for J-1 visa holders; I-20 Form for F-1 visa holders; DS-2019 issued by previous institution (if you are a transferring scholar).

Visit the Foreign Nationals section of the website for more information on what you need prior to arriving at the Institution and what to expect during the first few days.

Institution Policies

Conflict of Interest
The Institution recognizes that while an individual's primary professional commitment may be to the Institution, outside consulting and other forms of independent work are accepted activities.

Equal Employment Opportunity Policy
The Woods Hole Oceanographic Institution is subject to Federal and Commonwealth law and will abide by all applicable regulations by not illegally discriminating against any applicant, employee or student on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, disability, or veteran status.

Non-smoking Policy
In recognition of the evidence that smoking is a health risk to the non-smoker as well as the smoker, the Institution has expanded its

restrictions on workplace smoking to prohibit smoking in the interiors of all Institution buildings and within 30 feet of exterior entrances, operable windows, outside air intakes and covered entries as well as in Institution vehicles.

Drug-free Workplace Policy

The passage of the Drug-Free Workplace Act of 1988, requires the Institution, as a federal contractor, to certify that it operates a drug-free working and learning environment. Failure to comply with the terms and conditions of the Act may result in the suspension or loss of federal funds or the debarment of the Institution from receipt of any federal funds.

Policy against Harassment

The Woods Hole Oceanographic Institution is committed to maintaining a positive working and learning environment, and an environment free of illegal discrimination and harassment. Institution scientists, administrators, managers and supervisors ashore and at sea are obligated to strongly support this effort; all shore-based and at-sea employees, postdocs and students of the Institution are expected to support this goal.

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Problems or questions about the site, please contact webdev@whoi.edu