

Request for Letter of Invitation for Visiting Appointees

Office of the
**Vice-President (Research
and International)**

Office of the
**Provost and
Vice-President (Academic)**

A Type of Appointment:

- Visiting Professor**
(holds rank at another university)
- Visiting Scholar**
(holds a permanent position at another institution)
- Visiting Student Researcher**
(Carleton University policy under review)

B Appointee Information:

PLEASE ATTACH A CURRENT CV

Dr. Mr. Ms. Preferred name _____

Full Name
(per passport) _____

Address _____

City _____ Province _____

Postal code _____ Country _____

Telephone _____

Email _____

Home University/Institution _____

Start and end dates of leave from home University/Institution _____

Other current Carleton appointments (eg Adjunct Professor) _____

Date of birth* _____

Gender** _____ Prefer not to disclose

*Birth date is needed to generate a Carleton University computer account;

** Gender is required to generate a Carleton University campus card

Immigration

Canadian Citizen OR Permanent Resident? Yes No

If No, Country of Citizenship _____

If No, Status in Canada _____

If "Other," please specify _____

C Appointment information:

Work start date _____ Work end date _____

Academic Unit _____ Faculty _____

Faculty host(s):

Name _____ Dept/Academic unit _____

Name _____ Dept/Academic unit _____

D Remuneration/Funding:

Please provide details of all arrangements between the department/academic unit and visitor, such as monetary assistance, salaries, equipment, coverage of travel costs, accommodation, and/or any other specific arrangements made to support this appointment:

Please check, as applicable: Office space is available Research space available Campus card required

E Method of Payment/Funding:

- No payment
- Remuneration for teaching; payment is made from operating as a salary and a payroll profile must be submitted
- Research funding; payment is made from a research account*
- External funding

*Confirmation from fund administrator in Research Accounting must be attached

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F Activities:

The Visiting Appointee will be engaged in (check all that apply):

Conducting Research. Please include a brief description of research while at Carleton University.

Teaching. Please include a list of courses (include CUTV)

Total teaching workload (all other contracts for this appointee): Fall _____ Winter _____ Summer _____ Total _____

Other Activities. Please include a brief description of other activities while at Carleton.

G Requested by:

_____	_____	_____
Faculty Member Host (print name)	(signature)	(date)
_____	_____	_____
Faculty Member Host (print name)	(signature)	(date)

H Recommended by:

_____	_____	_____
Chair/ Director (print name)	(signature)	(date)

I Recommended by:

_____	_____	_____
Dean/University Librarian (print name)	(signature)	(date)

SUBMIT FOR APPROVAL TO: PROVOST or VICE-PRESIDENT (RESEARCH AND INTERNATIONAL)

FOR OFFICE USE ONLY

LMIA Exemption Code: _____

LMIA Required

All visiting appointment must comply with the [Visiting Appointments Policy](#).

For appointments of Visiting Professors or Scholars conducting teaching and research: Please forward this completed form to Norah Vollmer, Office of the Provost and Vice-President (Academic), 503 Tory Building or by email to norah.vollmer@carleton.ca.

For appointments of Visiting Professors or Scholars conducting research only: Please forward this completed form to Yvonne Clevers, Office of the Vice-President (Research and International) 5110 HCI or by email to yvonne.clevers@carleton.ca.

Note: The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R. S. O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.