

<b>Policy Name:</b>	<b>Appointments In-Residence at Carleton University</b>
<b>Originating/Responsible Department:</b>	<b>Office of the Provost and Vice-President (Academic)</b>
<b>Approval Authority:</b>	<b>Vice-Presidents' Academic and Research Committee</b>
<b>Date of Original Policy:</b>	<b>April 2011</b>
<b>Last Updated:</b>	<b>September 2023</b>
<b>Mandatory Revision Date:</b>	<b>September 2028</b>
<b>Contact:</b>	<b>Office of the Provost and Vice-President (Academic)</b>

**Purpose:**

- 1) The purpose of this policy is:
  - a) To outline the roles and responsibilities of appointees in-residence;
  - b) To further enrich academic and research opportunities and experiences available to students and faculty on campus;
  - c) To increase collaboration and to create affiliations with nationally and internationally recognized experts; and
  - d) To advance Carleton University's national and international reputation in innovation, teaching, and research.

**Scope:**

- 2) This policy applies to all appointees in-residence at Carleton University (Ottawa, Ontario), such as Artists-in-Residence, Architects-in-Residence, Executives-in-Residence, Public Servants-in-Residence, and Writers-in-Residence.

**Policy:**

- 3) Carleton University shall support appointments in-residence as a way to enrich the academic experience of students; to create mentorship opportunities for students with experts in their field; to promote collaboration opportunities for faculty and staff; to build partnerships in the public and private sectors; and to engage with the community.
- 4) Appointments in-residence may be coordinated through an external granting agency, such as the Canada Council for the Arts; through endowed positions or generous gifts from an individual, organization, or corporation; or by an academic unit at Carleton University. The faculty Development Officer may be able to provide support in seeking funding options.
- 5) Appointments in-residence may be made at any time by the Faculty Dean or by the Chair or Director of the academic unit in consultation with the Faculty Dean.
- 6) Appointments in-residence shall not be considered final until a formal letter of invitation, stipulating the terms and conditions of the appointment, issued by the Office of the Provost and Vice-President (Academic), is signed and returned by the in-residence appointee.
- 7) All appointees in-residence may be granted access to on-campus services to assist them while at Carleton University, such as: library privileges; office and/or laboratory space; and computer and e-mail privileges. Any other support services available to the appointee in-residence may be discussed with the Faculty Dean directly.
- 8) All appointees in-residence are responsible for their own expenses related to travel, moving, housing and accommodation, and health care, unless arrangements for such expenses are expressly outlined and agreed to in the formal letter of invitation to the appointee.

- 9) An appointee in-residence may also hold an honorary rank (e.g. Adjunct Professor or Adjunct Research Professor) at Carleton should he/she demonstrate the appropriate qualifications for, and be engaged in, the activities associated with these roles.

**Responsibilities of Appointees In-Residence:**

10) The responsibilities of appointees in-residence may include:

- Mentoring and meeting with students, one-on-one or in groups;
- Providing career counselling and advice to students;
- Helping with recruiting efforts;
- Collaborating with faculty by teaching courses and engaging in their own research and other projects;
- Supporting curriculum enhancement;
- Establishing linkages between the academic unit and the broader community, such as business and industry;
- Offering public lectures (or readings, performances, etc.);
- Strengthen and contribute to the research programs of the academic unit;
- Assisting in fundraising; and
- Generally being involved in the life of the academic unit, Faculty, and University.

**Workload:**

- 11) An appointee appointed with a total workload at Carleton University of at least one-half of all of the components of the normal workload of academic staff shall be appointed in accordance with the Collective Agreement between Carleton University and the Carleton University Academic Staff Association. The research undertaken by the appointee is their own research and is not taken on behalf of Carleton University; therefore it does not constitute part of the appointee's workload for Carleton University.

**Term:**

- 12) The term of an appointment in-residence may vary from four months to up to five years. The term of the appointment, and specific start and end dates, must be defined in the formal letter of invitation.

**Qualifications:**

- 13) Appointees in-residence must be distinguished in their field, with established expertise in an area that is relevant to the academic and research programs at Carleton and is consistent with the University's academic plan and strategic directions.

**Remuneration:**

- 14) Appointments in-residence may be paid or unpaid. In accordance with item 4, funding may be sought from private external granting agencies or from internal sources. Substantive changes to the terms of the appointment may result in a revised letter of offer.
- 15) Payment shall be in accordance with Carleton University's policies, including any applicable Human Resources policies and in accordance with applicable law, including but not limited to any Canada Revenue Agency interpretation bulletins.
- 16) Appointees covered under the Ontario Health Insurance Plan (OHIP) or the University Health Insurance Plan (UHIP) may be eligible to purchase an extended health care/dental care benefits package through Carleton University at their own expense.

**General Responsibilities of Appointees In-Residence:**

- 17) Specific responsibilities, term, qualifications, and remuneration of appointees in-residence are to be determined in consultation with the Chair or Director of the academic unit, and are subject to approval by the Faculty Dean. Research activities are further governed by research compliance requirements (human participants, biohazards, and animal care) that are applicable to funded or unfunded research projects.
- 18) An appointee in-residence may be invited to attend meetings and receive materials within the academic unit of his/her in-residence appointment. An appointee in-residence does not have any formal status or voting rights within the academic unit of his/her appointment in-residence.
- 19) An appointee in-residence shall properly acknowledge his/her affiliation with Carleton in his/her presentations, publications, and/or performances, including completing any regulatory training as required.

**International Appointees:**

- 20) All international Appointees unless deemed exempted by the University Health Insurance Plan (UHIP) provider, are required to maintain coverage in UHIP, the Ontario Health Insurance Plan (OHIP) or an appropriate private insurance program as applicable, for the duration of their visit with Carleton. Proof of insurance shall be provided on request.
- 21) All international appointees must comply with Immigration, Refugees, and Citizenship Canada (IRCC) requirements for entry to and residence in Canada. More specifically, all international visiting appointees at Carleton must hold the necessary authorization from Immigration, Refugees, and Citizenship Canada (IRCC) to enter and stay Canada during the period of their appointment and must abide by the terms and conditions therein. It is the sole responsibility of the visiting appointees to ensure that immigration documentation is valid, up-to-date, accurate, and truthful and to maintain their status.
- 22) Appointees who lose their authorization to stay or work in Canada for any reason whatsoever will have their employment and appointment cease on the effective date that authorization expires or is terminated. Appointees are responsible for providing documentation to support their ability to work in Canada upon request and they are responsible for all costs associated with receiving and maintaining the proper authorization from IRCC.
- 23) An appointee in-residence shall adhere to all applicable Carleton University policies.

**Responsibilities of Hosts:**

- 24) The primary responsibility of the faculty member host and/or affiliated academic unit is to provide the appointee in-residence with regular support for the duration of the appointment.

**Procedures:**

- 25) Applications for appointments in-residence should be made directly to the Faculty Dean or the Chair or Director of the academic unit in consultation with the Faculty Dean. The formal letter of invitation shall be made by the Provost and Vice-President (Academic).

**Contacts:**

Office of the Provost and Vice-President (Academic)

**Links to related Policies:**

Appointments In-Residence Form