

Policy Name:	Appointments In-Residence at Carleton University
Originating/Responsible Department:	Office of the Provost and Vice-President (Academic)
Approval Authority:	VPARC
Date of Original Policy:	April 2011
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Mandatory Revision Date:	March 2022
Contact:	Office of the Provost and Vice-President (Academic)

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 appointments in-residence at Carleton University, 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 (i.e. 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. Responsibilities:

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 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.

11. Term:

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.

12. Qualifications:

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.

13. Remuneration:

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.

14. 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.

General Responsibilities of Appointees In-Residence

15. 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.
16. An appointee in-residence shall properly acknowledge his/her affiliation with Carleton in his/her presentations, publications, and/or performances.

17. An appointee in-residence shall adhere to all applicable Carleton University policies.

Responsibilities of Hosts

18. 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:

19. 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

Appendices:

Appendix A: A Comparison Summary of In-Residence, Visiting, and Adjunct Appointments at Carleton University

Appendix A: A Comparison Summary of In-Residence, Visiting, and Adjunct Appointments at Carleton University

<u>Type of Appointment</u>	Appointee In-Residence	Visiting Professor/Scholar	Adjunct Professor	Adjunct Research Professor
Definition	An individual who is an expert in his/her field and who is invited to Carleton, for a limited term, to enhance academic programs, mentor students, create and strengthen the University's connection with the community, and bring a "real-world" perspective to the classroom.	On temporary leave from his/her permanent position at another university or other institution and is invited to teach a course and/or engage in research in an area of established expertise.	Recognizes continued significant involvement in the intellectual life of the academic unit, such as teaching and other projects at the University.	Recognizes demonstrated significant scholarship and activity in research as well as a continuing involvement in significant research activities at the University.
Term	The position can be made for a term of four months to up to five years with specified start and end dates.	The position is typically made for one year with specified start and end dates.	The position is made for three years ending June 30 and may be renewed.	The position is made for three years ending June 30 and may be renewed.
Qualification	An applicant must be distinguished in his/her field, with established expertise in an area of scholarship relevant to academic and research programs at Carleton and which is also consistent with the University's academic plan and strategic directions.	An applicant must be distinguished in his/her field, with established expertise in an area of scholarship relevant to academic and research programs at Carleton and which is also consistent with the University's academic plan and strategic directions.	This appointment may be conferred upon a professor who retires at the rank of associate or assistant professor or an external appointee.	This appointment may be conferred upon a professor who retires at the rank of associate or assistant professor or an external appointee.
Responsibilities	Responsibilities include meeting with students; providing career counselling and advice to students; helping with recruiting efforts; collaborating with faculty by teaching courses and engaging in research and other projects;	The primary responsibilities of a visiting scholar are to act in the area(s) of his/her expertise and contribute to the academic unit and/or faculty through his/her work with faculty members and/or students.	The primary responsibilities of an adjunct professor are to act in the area(s) of his/her expertise and contribute to the academic unit and/or faculty through his/her work with faculty members	The primary responsibilities of an adjunct research professor are to act in the area(s) of his/her expertise, supervise graduate students, and contribute to the

	supporting curriculum enhancement; establishing linkages between the academic unit and the broader community; offering public lectures (or readings, performances, etc.); assisting in fundraising; and generally being involved in the life of the academic unit and university.		and/or students	academic unit and/or faculty through his/her work with faculty members and/or students
Remuneration	May be paid or unpaid. The position may be funded through internal private endowments or external grants.	May be paid to teach courses either through a contract instructor contract (as applicable) or as a term appointment (as applicable).	None	None
Supervisory Status	None	None	An Adjunct Professor is not required to be active in research and may not supervise graduate students at the doctoral level. An Adjunct Professor may apply separately for authorization through the normal application process to co-supervise graduate students at the Masters' level.	An Adjunct Research Professor must apply separately for authorization through the normal application process to co-supervise graduate students.