

Policy Name:	Visiting Appointments at Carleton University
Originating/Responsible Department:	Office of the Provost and Vice-President (Academic)/ Office of the Vice-President (Research and International)
Approval Authority:	Vice-President Academic and Research Committee
Date of Original Policy:	November 2010
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Contact:	Office of the Provost and Vice-President (Academic)/ Office of the Vice-President (Research and International)

Purpose:

The purpose of this policy is:

- a. To outline the roles and responsibilities of Visiting Appointments, including Visiting Professors and Visiting Scholars;
- 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 professors and scholars; and
- d. To advance Carleton University's national and international reputation in innovation, teaching, and research.

Scope:

This policy applies to all Visiting Professors and Visiting Scholars at Carleton University. Note: This policy does not cover Carleton appointed postdoctoral fellows and research associates.

The granting of visiting appointments will follow the provisions set out below subject to the discretion of the Provost and Vice-President (Academic) and/or the Vice-President (Research and International) or designate(s) to approve exceptions. The Provost and Vice-President (Academic) and Vice-President (Research and International) or designate have the authority to interpret this policy and make final determinations as to its application.

Definitions:

There shall be two types of visiting appointments at Carleton University: Visiting Professor and Visiting Scholar (collectively referred to as "Visiting Appointees").

Visiting Professor

A Visiting Professor is a professor who holds rank or, if retired, held rank at another university and is typically on temporary leave from a permanent position at that university (if not retired); and (i) invited to teach at Carleton University in an area of established expertise; and/or (ii) invited to conduct research in collaboration with or under the supervision of a faculty member host at Carleton University in an area of established expertise. The appointment is typically made for one year with specified start and end dates.

Visiting Scholar

A Visiting Scholar is an individual who is typically on temporary leave from a permanent position at another organization or institution and is invited to: (i) teach at Carleton University in an area of established expertise; and/or (ii) conduct research in collaboration with or under the supervision of a faculty member host at Carleton in an area of established expertise. For those who are conducting research only, a Visiting Scholar may include individuals currently enrolled in an academic program at an institution other than Carleton. The appointment is typically made with specified start and end dates.

Policy:

Qualifications

1. Visiting Appointees must be distinguished in their field, with established expertise in an area of scholarship or research that is relevant to Carleton University's academic and research programs.
2. Visiting Appointees are expected to return to their home university, organization, or institution upon the completion of their term of appointment at Carleton.
3. On an exceptional basis, a visiting appointment may be made where the individual meets all of the criteria for such appointment at Carleton University, but is not on leave from a permanent position at another university, organization, or institution. Such appointments will be rare, must be recommended by the Faculty Dean and will be subject to the final approval of the appropriate Vice-President as per articles 6 and 7 below.

Appointment

4. Visiting appointments may be made at any time without competition in accordance with the Collective Agreements between Carleton University and its union groups.
5. On the recommendation of the Faculty Dean, the Provost and Vice-President (Academic) approves all appointments for Visiting Professors and Visiting Scholars who are invited to conduct any teaching. The appointment shall not be considered final until a formal letter of invitation, stipulating the terms and conditions of the appointment, remuneration, teaching, and research activities, is issued by the Provost and Vice- President (Academic).
6. On the recommendation of the Faculty Dean, the Vice-President (Research and International) approves all appointments for Visiting Professors and Visiting Scholars who are invited to conduct research only. The appointment shall not be considered final until a formal letter of invitation, stipulating the terms and conditions of the appointment, remuneration, and research activities, is issued by the Vice-President (Research and International).

Benefits and Remuneration

7. A visiting appointee's remuneration must be discussed and agreed upon with the Faculty Dean directly. All remuneration and responsibilities must be clarified in the formal letter of invitation. Substantive changes to the terms of the appointment may result in a revised letter of offer.
8. 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.
9. All international Visiting 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.
10. Visiting 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.

Workload for Teaching

11. A Visiting Professor will normally be assigned to a workload of less than one-half of the normal workload within an academic unit. Any additional workload must be discussed with and approved by the Provost and Vice-President (Academic). A Visiting Professor who is initially appointed with a workload of at least one-half the normal workload within an academic unit shall be included in the Academic Staff Association bargaining unit and shall be considered a Term Appointment in accordance the Collective Agreement between Carleton University and the Carleton University Academic Staff Association.
12. A Visiting Scholar may be assigned to a teaching workload of a maximum of two credits total for the fall/winter terms or three credits fall/winter/summer terms. However, a Visiting Scholar who is assigned to more than two credits for the fall/winter terms or three credits for the fall/winter/summer terms shall be included in the Academic Staff Association bargaining unit and shall be considered a Term Appointment in accordance the Collective Agreement between Carleton University and the Carleton University Academic Staff Association.

Rights and Responsibilities of Visiting Appointees

13. The academic (including teaching) and/or research responsibilities of Visiting Appointees are to be determined in consultation with the Chair/Director of the Academic Unit, and are subject to approval of 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.

14. The primary responsibilities of Visiting Appointees are to act in the area(s) of their expertise and contribute to the academic unit and/or Faculty through their work with Faculty members and/or students.
15. Visiting Appointees do not have any formal status or voting rights within the academic unit of their visiting appointment. However, Visiting Appointees may be invited to attend meetings and receive materials within the academic unit of their visiting appointment. Visiting Appointees may also participate in conferences, host lecture series, and engage in other projects at Carleton University during the period of their appointment.
16. This Policy does not annul thesis supervisory status provided to an individual through other designations including in accordance with the Graduate Supervision Appointments Policy as established by the Faculty of Graduate and Postdoctoral Affairs from time-to-time
17. All Visiting Appointees may be granted as appropriate access to campus services to assist them while appointed with Carleton University, such as: library privileges; office and/or laboratory space; and computer and e-mail privileges. Any other support services available to the Visiting Appointee may be discussed with the Faculty Dean directly.
18. Visiting Appointees are not eligible for confirmation, tenure, promotion, or rights to renewal of term at Carleton University.
19. Visiting Appointees shall properly acknowledge their affiliation with Carleton University in their presentations and publications.
20. Visiting Appointees shall adhere to all applicable Carleton University policies, including completing any regulatory training as required.

International Visiting Appointments

21. All international visiting 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. Visiting 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. Visiting 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. All Visiting Appointees are responsible for their own expenses such as travel, moving, housing and accommodation, and health insurance, unless arrangements for such expenses are expressly outlined and agreed to in the formal letter of invitation to the appointee.

Responsibilities of Hosts

24. The primary responsibility of the Carleton host and/or affiliated academic unit is to provide the Visiting Appointee with regular scholarly and social support for the duration of the visit and facilitate administrative support as agreed upon with the host unit.

Procedures:

Applications for appointment to Visiting Professor and Visiting Scholar should be made directly to the Chair or Director of the Academic Unit.

For application forms please contact Carleton International (for research only appointments) or Faculty Affairs (for teaching and research appointments).

The formal offer of appointment shall be made by the appropriate Vice-President upon the recommendation of the Faculty Dean.

Contacts:

Office of the Provost and Vice-President (Academic); Office of the Vice-President (Research and International).