



**Senate**

Policy Name	<b>Visiting Professor Policy</b>
Policy Number	CAPP 2013 02
Origin	Committee on Academic Policy and Planning (CAPP)
Authority	Senate
Date of Original Approval	2013-03-25
Supersedes	Visiting Professor Policy 1997 03 03
Senate Approval Dates	2021-02-26; 2013-03-25
Effective from	2021-02-26
Review/Retirement Date	February 2026
Responsibility for Revision	Committee on Academic Policy and Planning
Responsibility for Implementation	Chair of CAPP

**Purpose:**

To enable the University to benefit from association with an individual holding a faculty position at another University or a relevant position within a professional organization.

**Scope:**

Academic departments/Faculty of Education

**Definitions:**

Visiting Professorships are honorary appointments to a relevant academic department/Faculty of Education of individuals holding a faculty position at another University or a relevant position within a professional organization.

**Policy:**

Visiting Professors shall be nominated by academic departments/Faculty of Education, recommended by the relevant Dean, and approved by the Vice-President Academic and Provost. The term of a Visiting Professorship is normally for six to twelve months.

## Visiting Professors

- shall have library privileges, access to workspace and faculty lounges, mailboxes, telephone and voicemail services, and computer accounts, including e-mail, as required and as available
- may participate in any department activities, including department meetings, though they may not vote
- may contribute to program and curriculum development
- may apply and be hired to teach courses at the University under the provisions of the Collective Agreement with CUPE Local 3912
- may supervise or co-supervise undergraduate, honours, or graduate students and be compensated under the provisions of the Collective Agreement with CUPE Local 3912
- may serve on thesis committees and/or other appropriate committees
- may be invited to deliver guest lectures, either independently or in a relevant course
- may join the academic procession at Convocations
- shall receive invitations to University gatherings.

Within the limits of the Visiting Professor Policy, responsibilities and privileges shall be agreed upon by the candidate, the Chair/Director, and the appropriate Dean.

### **Procedures:**

The Chair/Director, on behalf of the department/Faculty of Education, shall forward to the appropriate Dean a written nomination, including with the nomination the rationale for the appointment, proposed duties, and a statement of the candidate's qualifications (normally the curriculum vitae). When the candidate does not already hold an academic appointment, letters of recommendation may be requested. Normally the nomination shall include an outline of the benefits foreseen through the affiliation.

The Dean shall forward the nomination, together with her own recommendation, to the Vice-President Academic and Provost for approval. The Vice-President Academic and Provost shall issue a formal offer of appointment as Visiting Professor to the candidate. A copy of Senate's Visiting Professor Policy shall accompany the letter of appointment.