

Procedures Relating to the Visiting Research Professor Policy

Procedural Authority: Academic Research Council

Procedural Officer: Dean of Research

Parent Policy: Visiting Research Professor Policy

Effective Date: August 2014

Supersedes:

Last Editorial Change:

PROCEDURES

Nomination

- 1) A member of Concordia, nominating an individual for a Visiting Research Professorship, is required to provide the following along with an application:
 - a) a rationale for the visit,
 - b) a general outline of planned activities to occur during the visit, and
 - c) the anticipated benefits for Concordia.
- 2) In nominating a scholar for a Visiting Research Professorship, the Concordia member understands that he/she is undertaking to host the nominee while on campus at Concordia, providing support and assistance as required.
- 3) Any Academic Research Council member who has nominated a particular Visiting Research Professor will not participate in the discussion and decision on the appointment.
 - a) In this instance the Dean of Research and Faculty Development will approach the Department for an alternate to replace the member who is temporarily withdrawing on grounds of conflict of interest.
 - b) An additional advisory member may be appointed to the Council by the Dean of Research and Faculty Development to consider applications outside the expertise of existing Council members.

Appointment

- 1) In evaluating applications, the Academic Research Council may:
 - a) authorize the appointment of the Visiting Research Professorship as requested, or
 - b) reject the application.
- 2) Where a decision is made to appoint a Visiting Research Professor this appointment is communicated to the applicant by the Dean of Research and Faculty Development.
- 3) Periods of visitation can range from 2 weeks to 3 months, although different periods of appointment may be considered. Appointment letters specify the terms and dates of the appointment.

The Position

- 1) Visiting Research Professors are encouraged to engage with the Concordia community in many ways, but in particular by giving a general lecture for faculty and students in the area of their expertise at a negotiated point during their stay.
- 2) The Visiting Research Professor would typically be provided with an appropriate work area (shared office space) and access to library and campus resources.
 - a) The availability of these resources is to be investigated by the Academic Research Council prior to an appointment being made.
 - b) Where they are not available, an appointment may still be made, noting that these provisions are unavailable.