

Visiting Scholars Policy

Sponsor: Senate Research Committee
Responsible Unit: Vice-Principal Academic and Research or Designate
Approval Authority: Senate
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Purpose

The purpose of this policy is to specify the appointment eligibility, procedures, and rights and responsibilities for Visiting Scholars at Bishop's University. Specifically, this policy aims to:

- Outline the privileges and obligations of Visiting Scholars.
- Outline the Host Faculty member's responsibilities.
- Outline the Visiting Scholar appointment procedure.

This policy only applies to Visiting Scholars at Bishop's and does not cover Postdoctoral Fellows, Research Assistants or Adjunct Professors.

The appointment and management of Visiting Scholars will be made solely in accordance with the provisions outlined below. The Vice-Principal Academic and Research (VPAR) has the authority to interpret this policy and make final decisions on its implementation.

1. Overview

Bishop's University welcomes national and international scholars to join the academic community as Visiting Scholars. Visiting Scholars may be faculty members, research fellows, artists, independent scholars, or students who come to Bishop's, at the invitation of a faculty member (the "Host Faculty"), to conduct collaborative research, scholarly or creative activities.

"Visiting Scholar" is a courtesy title that does not imply an official affiliation with Bishop's University. The award of this title is made with specified start and end dates for a period of time from one month to one year.

Visiting Scholar appointments in themselves are not remunerated. No tuition or registration fee is applied for being a Visiting Scholar.

2. Appointment Eligibility

For the purposes of this policy, any individual who falls into one or more of the following categories is eligible for Visiting Scholar status:

- a) Scholars on leave from an authorized institution of higher education in Canada or its equivalent in another country;
- b) Current and past officials of governments or non-governmental organizations (NGOs) such as the United Nations, as well as their affiliates;
- c) Qualified industry personnel visiting under the auspices of an industrial affiliate program or other similar collaboration;
- d) Professionals, creative artists, students and recognized specialists in the area;
- e) Graduate students registered at other universities working under the (co-)supervision of Bishop's faculty members;
- f) Other individuals whom the VPAR considers will contribute to the University's intellectual life.

3. Appointment Procedures

Appointment as a Visiting Scholar is made with specified start and end dates for a period of no less than one (1) month and no longer than one (1) year. The length of appointment may later be extended to a maximum one (1) additional year, following approval by the VPAR. For international Visiting Scholars, the term of Visiting Scholar designation may not exceed the period of their visa.

Visiting Scholar status can be revoked by the VPAR on behalf of the University at any time, including specifically in the case of violations of Bishop's University policies or regulations.

The following procedures apply to the appointment and renewal of external appointments as Visiting Scholars.

- a) The Host Faculty validates with their academic area, Dean and the Office of Research and Graduate Studies that sufficient funding is available to permit the hosting of the Visiting Scholar and that any space and facilities required for the Visiting Scholar's research or scholarly activity will be available.
- b) The Host Faculty submits the request for a Visiting Scholar appointment to their Dean. This request must clearly outline how the appointment will contribute to the scholarly needs of the academic area and confirm the support of the academic area and Dean, and be accompanied by
 - i. the applicant's CV;
 - ii. a copy of the applicant's passport pages showing name and date of birth;
 - iii. a letter of acknowledgement from the home institution or organization clarifying their affiliation and status, if applicable.
- c) Taking into account the advice of the Dean, the VPAR (or designate) will approve or deny the request.
- d) If approved, the VPAR's Office will issue a letter of offer that includes the following elements:
 - i. The start and end date of the appointment.

- ii. The name of the Host Faculty member.
 - iii. The nature of the appointee's expected contributions to the University.
 - iv. Any source of dedicated funding for the Visiting Scholar, and any particular benefits that are confirmed for the Visiting Scholar (e.g., availability of an office).
 - v. A statement that this position is not remunerated.
 - vi. The rights and responsibilities of Visiting Scholars outlined in this document.
- e) Applications for renewal of appointments must be made no later than one month prior to the end of the current appointment. Such requests follow the same process outlined in steps 3 (a) – (d) in this policy. The length of appointment may be extended to a maximum one (1) additional year, following approval by the VPAR.

4. Rights and Responsibilities of Visiting Scholars

All individuals appointed as Visiting Scholars of Bishop's University have the following rights and responsibilities:

- a) They will be provided with a Bishop's University ID Card.
- b) They will be provided with access to the Library Learning Commons and have Library borrowing privileges comparable to that of a regular BU Faculty member.
- c) They will be provided with computing privileges, including access to email, photocopying services, and a full (A3) license for Microsoft 365.
- d) They may be provided with access to office space or research facilities, including access to a computer, depending upon availability and approval from the relevant academic area.
- e) They may access University recreational and other facilities, including the University Sports Centre, which may require payment of a fee.
- f) They may access parking on the University campus for a fee.
- g) They must return all issued office or laboratory keys, computers or other equipment, their University ID card, and all other credentials at the end of their visit.
- h) They are required to comply with all Bishop's University established policies and regulations including but not limited to those on intellectual property (IP), research ethics, research integrity, conflict of interest, responsible use, and harassment and discrimination.

The following limitations apply to all appointments as Visiting Scholars:

- i) They are responsible for all of their own expenses, including visa fees, if applicable.
- j) They must provide their own health insurance throughout their stay if they are international Visiting Scholars as they are not eligible for Bishop's student or employment health benefits.
- k) They may be required to obtain a visa to enter Canada if they are international Visiting Scholars.
- l) They are responsible for securing their own housing.
- m) They do not participate in Bishop's University governance at any level.

- n) They are not covered under the terms of the Full-time or Contract Faculty Collective Agreements, except in regard to any teaching undertaken in accordance with the terms of the Contract Faculty Collective Agreement.
- o) Any course to be taught by a Visiting Scholar may only be assigned in accordance with the provisions of the current Contract Faculty Collective Agreement. All terms and conditions associated with such teaching are to be under the provisions of the current Contract Faculty Collective Agreement.
- p) Visiting Scholars and/or their dependents who register in courses at Bishop's are subject to all normal tuition fees and other charges.

6. Host Faculty Member Responsibilities

The Host Faculty member should begin the application process at least six months before the start date of the visit to allow for internal approval and, if necessary, for an international Visiting Scholar to secure a visa. The time required to secure a visa varies depending on the country of origin.

A Host Faculty member may host no more than two Visiting Scholars at any time.

The Host Faculty member has the following responsibilities:

- a) They act as the Visiting Scholar's primary point of contact, and notify the Office of Research and Graduate Studies as soon as the Visiting Scholar arrives on campus.
- b) They are expected to integrate the Visiting Scholar into the academic life of the academic area and the University, including faculty social events.
- c) They ensure that any complaints raised by the Visiting Scholar or about the Visiting Scholar concerning University's policies or regulations are promptly addressed.
- d) They must arrange for another faculty member to take on the formal obligation of Host Faculty if they plan to take any leave or sabbatical that will keep them away from the University for an extended period.
- e) At the conclusion of the visit, they must submit to the Department Chair and the Dean a report on the work of the Visiting Scholar describing tangible achievements made during the visit.
- f) They notify the Office of Research and Graduate Studies at the time of the Visiting Scholar's departure from the University at the end of the visit, and ensure the Visiting Scholar returns all issued office or laboratory keys, computers or other equipment, their University ID card, and all other credentials at the end of their visit.

7. Immigration Support

International Visiting Scholars do not need a work permit for a stay of 120 days or less.

If the stay exceeds 120 days, the international Visiting Scholar needs a temporary work permit but is exempt from the Labour Market Impact Assessment (LMIA). The University will provide the international Visiting Scholar with the LMIA-exempt employer number. (The flowchart in Appendix I outlines the required process.) The costs associated with obtaining the LMIA-

exempt employer number will be charged to the Host Faculty's research accounts, unless other arrangements are made with the Director of the Office of Research and Graduate Studies.

If the Visiting Scholar requires a visa to enter Canada, the Office of Research and Graduate Studies may offer them a letter of invitation in addition to the letter of appointment.

8. Financial Arrangements

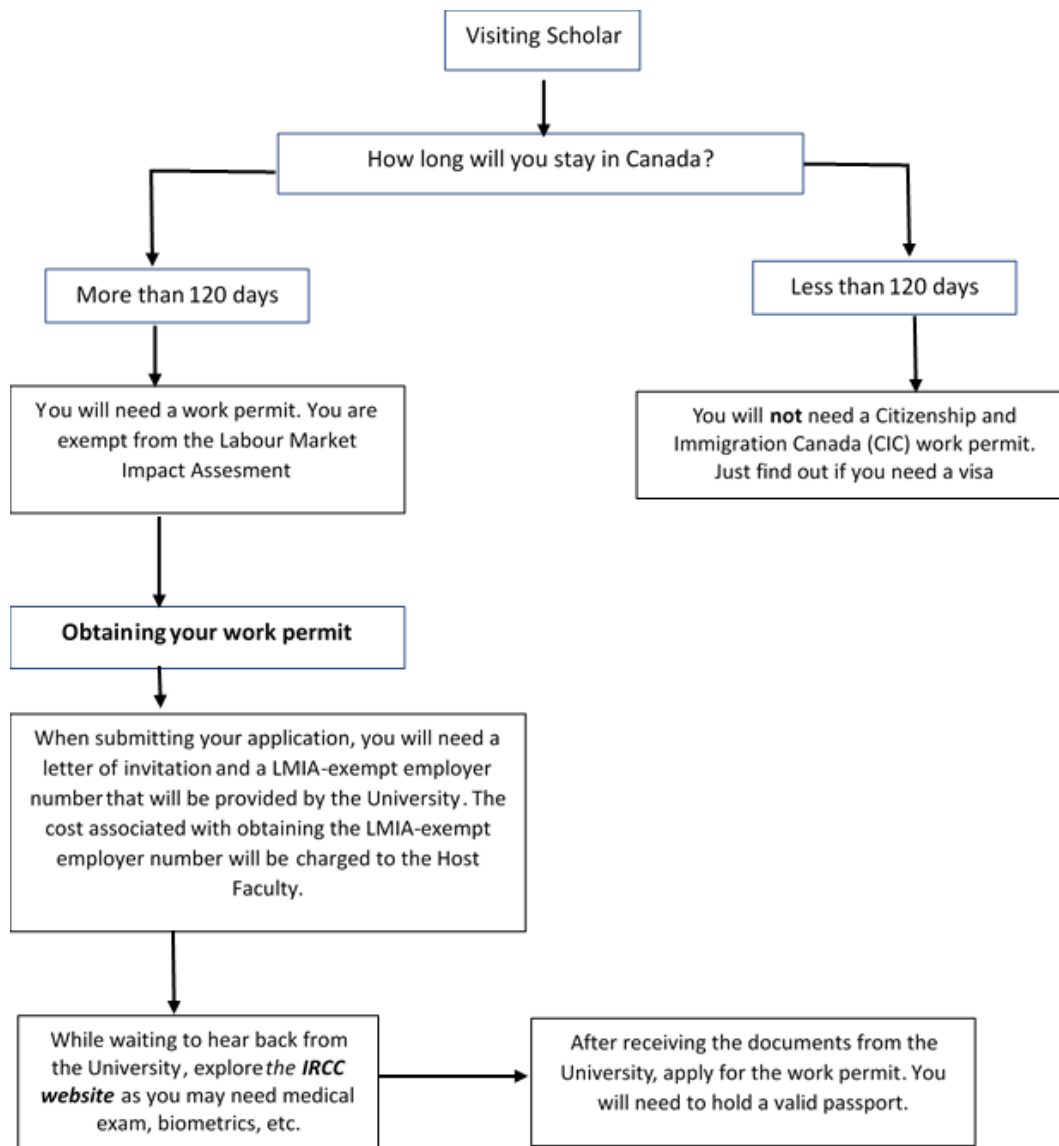
Visiting Scholars are not Bishop's University employees and are not paid or eligible for any employment benefits. They are responsible for all expenses, including all insurance, travel and living expenses associated with the visit.

Visiting Scholars may receive financial support from the Host Faculty in the form of a stipend to cover expenses associated with their visit to the University, including insurance, travel and living expenses. Such support requires prior approval from the VPAR at the time of the request for appointment.

Canadian Visiting Scholars who receive financial support from an external agency must adhere to the rules and regulations of the funding agencies. Any salary ranges established by such agencies must be followed.

Research grants obtained by the Visiting Scholar are administered by their home institutions.

Appendix I. International Visiting Scholars Immigration Flowchart



For questions, contact: researchoffice@ubishops.ca

Useful links

IRCC website: <https://www.canada.ca/en/immigration-refugees-citizenship.html>

Work permit: <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada.html>