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## Visiting Scholar Policy

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**Department Policy Number**

025 004

**Effective Date**

Revised January, 2003

**Purpose**

This policy outlines the process necessary for appointing Visiting Scholars.

**Definitions**

<b>P&amp;VPA</b>	Provost and Vice-President, Academic or designate.
<b>Department Head</b>	Department Head, Centre Chair or Director of the sponsoring unit.
<b>Sponsoring Unit</b>	Department or Centre with whom the Visiting Scholar is affiliated.

**Policy**

A Visiting Scholar is an honorary appointment at Athabasca University, which is of mutual benefit to both the Visiting Scholar and the University.

**1.0 Criteria**

- 1.1 The incumbent cannot be an employee of AU.
- 1.2 The incumbent's primary employment is external to AU, but their academic credentials and/or research orientation are of such a nature that the sponsoring unit, wish to have that individual associated with it. Visiting Scholars are often on research and study leave from their home institution, on a research contract or grant, and/or on secondment from another institution, government agency, labour organization, business enterprise, etc.
- 1.3 Visiting Scholar appointments must be nominated by the Department Head of the relevant sponsoring unit.



- 1.4 The term of a Visiting Scholar shall be determined by the P&VPA in consultation with the Department Head. In most cases, the term shall not be less than two weeks and not more than twelve months.
- 1.5 The incumbent must be a Canadian citizen, have landed immigrant status, or the appropriate visa.

## 2.0 Roles and Responsibilities

- 2.1 The Department Head will submit a written recommendation and a copy of the individual's curriculum vitae to the P&VPA for consideration.
- 2.2 The P&VPA shall formally notify the Visiting Scholar candidate of his/her decision.
- 2.3 The P&VPA shall ensure that a copy of his/her decision is provided to the Department Head and Human Resources.
- 2.4 Visiting Scholar appointment files will be maintained in Human Resources.

## 3.0 Entitlement

- 3.1 All persons awarded the title of Visiting Scholar will be:

- 3.1.1 entitled to office space, including local telephone services;

- 3.1.2 identified in the AU telephone listing;

- 3.1.3 entitled to computing services (including time, printing charges and instruction);

- 3.1.4 entitled to assistance with secretarial and technical services (in so far as these are available);

- 3.1.5 entitled to library services comparable to that of a regular AU staff member.

- 3.2 The University, through the Office of the P&VPA and Financial Services, may administer research grants obtained by the Visiting Scholar, provided these have been reviewed and approved by the University. All such research must conform to applicable AU policies.

- 3.3 In exceptional circumstances, an honorarium may be available. Wherever possible, the incumbent should ensure that their research grant/contract contains a stipend or that other employment income (for example, sabbatical leave) is continued.



## **Regulation**

## **Procedure**

## **Approved By**

President, April 25, 2003

## **Amended Date/Motion No.**

Reformatted July 2006

## **Related References, Policies and Procedures**

Replaces the Visiting Professor Policy

Research Involving Humans

Fraud and Misconduct in Academic Research and Scholarly Activity

[University Approval to Forward an Application for Funds to an External Sponsor](#)

[Conflict of Interest in Research](#)

[Publication of Research](#)

[Student Participation in Research](#)

[Animal Care](#)

Research Administration and Budget Control

[Indirect Costs of Facilities and Administration](#)

[Ownership of Items Purchased from Research Grants and Contracts](#)

[Professional Salary Component in Research Grants and Contracts](#)

[Restricted \(Trust\) Accounts for Research](#)

## **Applicable Legislation/Regulation**

[Alberta Freedom of Information and Protection of Privacy Act](#)

[Post-Secondary Learning Act](#)

[Human Resources Development Canada - Foreign Workers Policy](#)

## **Responsible Position/Department**

This policy is maintained and administered by Human Resources. For further information, please contact the Human Resources Advisor or the Employment Services Advisor. Contact information is available on the Human Resources web-site at:

<http://www.athabascau.ca/html/depts/staffrec/general.htm>.

## **Keywords**