

Procedures Relating to the Visiting Research Professor Policy

Procedural Authority: Academic Research Council

Procedural Officer: Dean of Research

Parent Policy: RH1040 Visiting Research Professor Policy

Effective Date: August 2014

Supersedes:

Last Editorial Change: August 2017

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.