

## POLICY ON VISITING SCHOLARS

### **Preamble:**

A Visiting Scholar may be a researcher or a professor, a post-doctoral fellow or a graduate student. Laurentian University considers Visiting Scholars to be an important part of the University Community who can contribute significantly to the institutional research activities. Therefore, the University makes opportunities and facilities available to qualified researchers who already have a position in another institution (university, industry or governmental organization).

### **Responsibilities of Both Parties:**

The University has a responsibility to offer Visiting Scholar official status at Laurentian, to enhance the value of their experience, and to make services available to meet their needs. Laurentian University must also exercise due diligence in ensuring that Visiting Scholars on campus are known to the University community and they and their families can be reached in case of an emergency.

The University, in return, expects that Visiting Scholars will comply with University policies and regulations, and will recognize their affiliations with the University in their publications and in their participation in scholarly meetings. Policies such as research integrity, conflict of interest, intellectual property, research ethics, Biosafety, animal care, harassment and discrimination policies are examples of policies to adhere to. They must also follow and respect the Tri-Council agreement signed by Laurentian. If Visiting Scholars are from outside of Canada, they are responsible for securing the appropriate visas, work permits, and any other official documents necessary to enable them to come to Canada and carry out the scholarly activities.

### **Definitions and terms of appointment:**

A Visiting Scholar is defined as one who meets the following criteria:

- the appointment is temporary and may be supported by either a fellowship or other type of external funding,
- the appointment involves research,
- the appointment is viewed as an enhancement of collaboration between two institutions and/or career opportunities or advancement,
- the appointee is pursuing research activities in collaboration with a Laurentian faculty member,

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- the appointee has the freedom, and is expected to publish the results of his/her research during the period of the appointment or in subsequent years with acknowledgement to Laurentian.

### **Appointment:**

Appointments of Visiting Scholars are made by the Vice-President, Research following consideration of a recommendation by a Laurentian faculty member. The recommendation must include the following:

- A completed application form requiring the information on the activity, duration of the appointment, financial support, description of the academic support (such as laboratory access, office, phone, fax, etc.) and local personal contact information,
- Curriculum vitae of the Visiting Scholar in French or in English,
- A letter of recommendation from a faculty member.

The application must be signed by the faculty member indicating agreement to the support indicated, as well as the Chair of the Department or the Director of the School and the Dean. The recommendation should be sent to the Vice-President, Research at least **one month** prior to the expected date of appointment for consideration. A letter of appointment will be issued and will include information on the duration of the appointment, the amount and nature of the compensation and any services or benefits.

Following the letter of appointment and upon arrival of the Visiting Scholar, the new appointees will receive a Datatel i.d. number and copies of University policies (including rights and responsibilities of Visiting Scholars, as explained in this policy). Arrangements will be made for Visiting Scholars to be issued an e-mail address and identification card.

### **Services:**

Visiting Scholars may have access to the various services and facilities offered by the University, including the Library, Research Services, Computer Services, and access to the Athletic Facilities and Parking permits all at the standard rates for University faculty. The letter of appointment will include the details of the services. Health insurance programs are available at applicable rates, subject to citizenship and funding.

### **Financial Support:**

It is understood that Visiting Scholars can receive financial support from a Laurentian faculty's grants or from an external funding source. Laurentian University is not obligated in any way to provide salaries, stipends, honoraria, benefits or other monetary contributions to fund the visit of Visiting Scholars. When Visiting Scholars hold direct financial support from an external agency, the restrictions and regulations of these granting agencies must be observed.

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