

SUBJECT: VISITING SCHOLARS AND GUEST SPEAKERS

It is desirable for the University, from time to time, to make opportunities available for Visiting Scholars to make contributions to the University, its students, its programs and its research activities. Faculty may also enrich their teaching with the perspectives of Guest Speakers in their classes.

1. Purpose

To provide the guidelines for inviting Visiting Scholars or Guest Speakers ("Collaborators") to the University. This policy also defines the services that the sponsoring Faculty Member, Employee, Program, School, College or Department ("Sponsor") may offer to these individuals.

2. Definitions

"Guest Speakers" assist their Sponsor on a short term basis (up to maximum 10 hours), typically, but not limited to, speaking to a class of undergraduate students on a special topic.

"Visiting Scholars" assist their Sponsor on a longer term basis (generally one year or less), typically by helping with teaching and/or research.

3. Scope

This policy applies to all Collaborators not be employed directly by the University, and who do not receive any form of compensation through the University (Finance/Payroll). These individuals are generally funded or employed by outside sources, are visiting the University for temporary periods of time (generally one year or less), and are excluded from all employee groups.

Sponsors invite Collaborators on the understanding that they will make a contribution to the University. Collaborators do not normally make contributions through formal instruction (unless contracted under separate agreement), nor do they supervise graduate students or participate formally in Program, Department, School or College meetings. Guest Speakers specifically make contributions through informal teaching on a short term basis.

Adjunct Faculty are governed by the Adjunct Faculty policy.

4. Authority

This policy is issued under the authority of the Office of the Provost and the Office of the Vice-President Research.

5. Responsibility

As applicable and appropriate, it is the responsibility of the Sponsor to oversee the activity of the Collaborator. The individual(s) undertaking the Sponsor role shall be noted in a Letter of Invitation (see below) and the same individual shall ensure that the Collaborator is familiar with and abides by all University policies and procedures. The responsible Dean or Director will on a monthly basis confirm to Information Technology Services (ITS) the continued presence or termination on campus of all Collaborators in their College/Department using a list kept up to date by ITS.

Additionally, it is the responsibility of the Sponsor's Chair to advise the Office of the Provost of the early departure of the Collaborator (i.e. if the individual leaves the University prior to the term date in the invitation letter). The Provost Office will advise ITS.

6. Letter of Invitation

- a) For Visiting Scholars the Sponsor will prepare and issue a Letter of Invitation. Letters for Visiting Scholars shall indicate, at a minimum, the starting and ending dates of the invitation, level and types of University services to which the Collaborator will be entitled, any necessary safety training that must be completed before beginning any work, and the name of the person who will be responsible for overseeing and supporting the Collaborator.
- b) For international invitations (i.e. for non-Canadian citizens or non-permanent residents), the Sponsor will consult with the Director of Student Success and International Operations prior to issuing the Letter and include their advice about required visas and travel/medical insurance in the Letter of Invitation.
- c) For Visiting Scholars, a copy of the Letter of Invitation will be sent to:
 - the Chair of the Program, School, or Department
 - the Dean or Director,
 - the Office of the Provost,
 - if appropriate, the Office of the Vice-President Research and
 - ITS
- d) For Guest Speakers, the Sponsor will prepare and issue the letter to the Guest Speaker prior to their arrival at the University. The letter shall outline the term of the visit and conditions of the visit. A copy of the Letter of Invitation will be sent to the Chair of the Program, School, or Department only.
- e) After review by the Sponsor, a reappointment may be made.

7. Services for Visiting Scholars Only

Because Visiting Scholars are not employees of UNBC, they are not entitled to benefits. However, they may be granted as a courtesy, with the approval of the appropriate Program or Department or School Chair, Dean or Director, all or some of the following services:

- Identification number and card for the purposes of access and security
- Library Account
- Access to the Web Requisition system, if the Visiting Scholars or Collaborators are normally working on campus
- Office Space and/or Laboratory Space (authorized and issued by the Space Allocation Committee through recommendation from the appropriate College)
- Office Keys
- Computer Account
- Phone and phone listing
- Parking services

It is the responsibility of the Sponsor to ensure that any committed services are in place and ready for the arrival of the Visiting Scholar. Guest Speakers are not entitled to benefits nor the services listed above.

8. Costs

All costs associated with the administration of Collaborators, including costs associated with the applicable services noted above are the responsibility of the Sponsor.

9. Reporting

Collaborators are not counted in staff or faculty FTE reports.