

1.0 POLICY STATEMENT

- 1.1 This policy establishes the processes for appointing Visiting Scholars as a means of recognizing and promoting academic programs and fields of study which are consistent with MacEwan University's mandate, strategic plans, and mission.

2.0 PURPOSE

- 2.1 Visiting Scholars contribute to the University by participating in collaborative Scholarship, by enhancing the University's profile in the larger community, and/or by contributing to the learning environment through academic presentations and/or guest teaching.
- 2.2 Visiting Scholars are bound by all applicable University policies during the period of their association with the University.

3.0 APPLICABILITY

- 3.1 Visiting Scholars are individuals of distinction, established in their fields, who are visiting MacEwan the University from outside institutions or organizations for a period of 3 to 12 months.
- 3.2 The following criteria apply:
- 3.2.1 The individual must be external to the University.
 - 3.2.2 The individual must have a doctoral degree and/or be a recognized expert in their field with a record of scholarly achievement, such that their appointment would add prestige to the university.
- 3.3 Visiting Scholars are not employees of the University and therefore are not entitled to University compensation or benefits.

4.0 DEFINITIONS

Scholarship

Scholarship, as defined in MacEwan's mandate statement, means both research and creative activity.

Visiting Scholars

Individuals established in their field, who are visiting the University from outside institutions or organizations for a period of 3 to 12 months.

5.0 POLICY ELEMENTS

5.1 Roles and Responsibilities

- 5.1.1 The Provost & Vice-President, Academic is the policy holder.
- 5.1.2 Faculties and Schools are responsible for establishing specific selection criteria consistent with the general criteria established by this policy.
- 5.1.3 Deans are responsible for reviewing nominations recommended by programs, departments, and/or Faculties/Schools, approving Visiting Scholar nominations, and

establishing the conditions for the appointment.

- 5.1.4 Programs, departments, and/or Faculties/Schools are responsible for receiving applications and nominating individuals for Visiting Scholar status.
- 5.2 Visiting Scholar status is a privilege, not a right, and MacEwan University in its discretion may revoke the status.
- 5.3 Visiting Scholars may receive MacEwan University services, such as library privileges and network access, and other associated services, and may use MacEwan University's mail address and letter head during the period of their association with the University. Provision of office and/or laboratory space for Visiting Scholars is the responsibility of the Faculty or School managing the appointment, subject to availability of space.
- 5.4 Each recipient of a Visiting Scholar appointment shall receive a letter of invitation specifying the duration of, and expectations for, the particular visitor, including performance expectations.
- 5.5 Visiting Scholars may be granted an honorarium at the discretion of the Faculty or School managing the appointment.
- 5.6 The sponsoring Faculty or School shall arrange for Visiting Scholars to receive any required University orientation and training.

6.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Adjunct Faculty
- Animal Research Ethics
- Electronic Mail
- Employee Code of Conduct
- Ethical Review of Research with Human Participants
- Postdoctoral Fellows
- Records Management
- Responsible Conduct of Research and Creative Activity

7.0 ACCOUNTABILITY

Policy Sponsor

Provost & Vice-President, Academic

Responsible Office

Office of Research Services

8.0 HISTORY

Relevant Dates

Approved:	22.06.16
Effective:	22.06.16
Next Review:	27.06

Modification History

13.04.23:	New policy as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-21-04-24-2012.
14.10.28:	Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
14.12.22:	Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
22.06.16:	Comprehensively reviewed and updated to reflect current terminology and process. Minor revisions approved by Policy Sponsor.