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## **VISITING PROFESSOR AND VISITING LIBRARIAN PROCEDURES**

### **Purpose**

This document guides the establishment of the Visiting Professor and Visiting Librarian designations as means for formally recognizing and promoting relationships with academics from Canadian and international universities whose interests are consistent with the University's academic plans, objectives and mission. It specifies the invitation process, criteria and qualifications, compensation, rights and responsibilities and procedure for rescinding invitations to Visiting Professors and Visiting Librarians.

### **Application**

These procedures apply to all Ryerson University invitations to Visiting Professors and Visiting Librarians.

### **Objectives**

The objectives are to:

- 1) define the categories of Visiting Professor and Visiting Librarian as formal Ryerson status-only (unpaid) academic designations;
- 2) ensure that all Ryerson Visiting Professors and Visiting Librarians are invited by, and received by, a host academic unit or the Library;
- 3) establish consistent procedures for receiving applications and issuing letters of invitation to Visiting Professors/Visiting Librarians;
- 4) establish a process through the Office of the Vice Provost, Faculty Affairs that will keep relevant University offices informed about the presence on campus of Visiting Professors/Visiting Librarians.

### **Definitions**

A Visiting Professor is an individual scholar from another university or research institution who is invited to Ryerson by an academic unit for a specified period of time, normally for a minimum of one month and up to a maximum of two years. The purpose of Visiting Professor invitations is to promote information exchange between scholars and researchers, and/or to expand educational horizons by acquainting Ryerson students and faculty with perspectives and expertise from other institutions. This category is distinct from exchange faculty who work at Ryerson for a period of time under the terms of reciprocal faculty exchange agreements between Ryerson and other institutions.

A Visiting Librarian is a professional librarian from another university or research institution who is invited to Ryerson to promote research exchange between professionals, to facilitate research and to support leadership in academic librarianship.

From time to time, professional experts may be invited to Ryerson for a specific period of time with designations appropriate to the host Faculty. Examples include Visiting Practitioner and Practitioner-in-Residence, usually distinguished persons in their field who will spend time on campus interacting with students and/or contributing in other ways to learning and SRC activities in a program or programs. Attachment C further defines these categories and invitation procedures.

### **Criteria and Qualifications**

All applicants must be qualified scholars holding a continuing appointment at an accredited academic or research institution, with established expertise in an area of research, scholarship or creative activity relevant to Ryerson University. In the case of Visiting Practitioners or Practitioners-in-Residence, appropriate professional credentials and/or significant experience in the field is expected.

To receive the title of “Visiting Professor” or “Visiting Librarian” at Ryerson, eligible scholars or academic librarians from other universities or research institutions must receive a letter of invitation, as specified in the “Invitation Procedures” section of this document. The term of designation will be identified in the letter of invitation. Typically it will be for one or two academic semesters, but may be for shorter periods. The maximum length of visiting status is two years. Each visiting professor will be attached to the academic unit most relevant to his or her expressed scholarly plans and interests.

### **Compensation/Benefits**

As defined by Ryerson, the Visiting Professor/Visiting Librarian is a non-status, i.e., unpaid academic designation. If the Visiting Professor is eligible to work in Canada and the host unit wishes to offer a paid teaching assignment under the CUPE collective agreement, an SRC stipend, or any other paid work; these responsibilities and financial arrangements must be specified in a separate appointment letter or contract. In the case of reimbursement and compensation for any research work at Ryerson, existing policies apply.

### **Other Support**

In approving the invitation of a Visiting Professor/Visiting Librarian, the University will provide use of the Ryerson internal mail service, the Library, and e-mail. The host unit will co-ordinate access to these services, authorize a request for a Ryerson One-Card and may offer (at its own cost) other support or facilities, such as office space, which should be specified in the letter of invitation.

### **Rights and Responsibilities**

1. The nature and extent of participation in academic activities should be mutually agreed between the Visiting Professor/Visiting Librarian and the host unit.
2. If service on a graduate supervisory or examination committee is an anticipated activity, the Dean of Graduate Studies must approve this aspect of the invitation.
3. For the benefit of the University and the Visiting Professor or Librarian, host departments

should inform the Ryerson community, through appropriate University media, about the expected schedule for visitors' time on campus and their academic interests and plans.

4. Where possible, Visiting Professors or Visiting Librarians should be invited to present a seminar, in the area of their research interest, for the benefit of the host unit or the community at large.
5. While on campus or engaged in scholarly or academic work using their association with Ryerson, Visiting Professors and Librarians, like other faculty and staff, must comply with all Ryerson policies, including those governing research ethics and occupational health and safety. Key policies may be accessed through the Teaching@Ryerson page of the University website.
6. To ensure that liability issues are addressed, the Visiting Professor must inform and seek approval from the head of the host unit before initiating any SRC activity that uses a Ryerson laboratory, studio or any other facility.
7. Before a Visiting Professor undertakes any research at Ryerson that involves human subjects, the project must be approved by the Ryerson Research Ethics Board, in accordance with Ryerson's Policy 51 "Policy on Research Involving Human Subjects" and the Canadian federal granting agencies' Tri-Council Policy Statement: "Ethical Conduct for Research Involving Humans". Projects that have undergone a Tri-Council review at the visitor's home institution will be eligible for an expedited review by the REB.
8. The Visiting Professor/Visiting Librarian agrees that, while at Ryerson, all identification must indicate home institution appointment and references to affiliation with Ryerson University in correspondence or resulting publication will specify "Visiting Professor" or "Visiting Librarian" status and the term of the invitation.

### **Rescinding an Invitation**

Visiting Professor or Visiting Librarian status may be ended (before the term has expired) by mutual agreement of the Chair/Director of the host unit and the Visiting Professor/Librarian, or rescinded by the University alone if deemed to be in the best interests of the institution.

### **INVITATION PROCEDURES**

Prospective Visiting Professors should apply in writing to the Chair/Director of the intended host unit. Inquiries to other university offices should be forwarded to the appropriate academic unit for a decision about extending an invitation.

Applicants must submit a reference from their home institution, including proof of their academic appointment, along with a description of their SRC plans, and, if possible, names of persons they would like to consult with at Ryerson.

Nominations for Visiting Librarian status may come from Library Council, or may be initiated by individuals in other universities. The Chief Librarian, assisted by an ad hoc committee established for that purpose, will review each application for Visiting Librarian status.

Upon recommendation from the prospective Department or School, and approval of the Dean of Graduate Studies if service on a graduate supervisory or examination committee is anticipated, the Dean or the Chief Librarian will, if she/he concurs with the recommendation, issue the letter of invitation.<sup>1</sup> Letters of invitation to all visiting scholars, foreign and domestic, should set out clearly the mutually-agreed expectations of the visitor and the host department regarding the visitor's responsibilities and the support/facilitation the University and the Department will provide. .

The letter of invitation to prospective visitors from foreign institutions must also include the information needed to obtain authorization for entry into Canada: (1) the purpose of the visit to Canada; (2) the nature of the position; (3) the intended length of stay; and (4) the precise financial arrangements (i.e., normally no remuneration). Responsibilities of foreign visiting professors seeking entrance to Canada are listed in Attachment "A".

The invitation letter must request return of a signed copy indicating acceptance of the invitation and its associated conditions. The host unit will forward copies of acceptances to the Vice Provost, Faculty Affairs and the Executive Director, Human Resources, at a minimum.

### **Authority**

The Vice Provost, Faculty Affairs is responsible for these procedures and their administration.

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<sup>1</sup> Deans, the Chief Librarian and their assistants can access a sample letter of invitation on the [Teaching@Ryerson](#) web page.

## Attachment A

### Responsibilities of Visiting Professors from Outside Canada

Human Resources Development Canada (HRDC) defines a visiting professor as “a person who:

- is coming to Canada for a period of not more than two academic years to take a position with a post-secondary institution and
- retains their position abroad.”<sup>2</sup>

The following documentation should be provided to Citizenship and Immigration Canada (CIC) by the visiting academic and the Canadian educational institution:

<b>Who is Responsible</b>	<b>Documentation</b>
<b>Visiting Academic</b>	The visiting academic should present the following documentation to CIC: <ul style="list-style-type: none"><li>• proof of citizenship</li><li>• letter of invitation from the Canadian educational institution</li><li>• letter from the foreign educational institution</li></ul>
<b>Canadian Educational Institution</b>	The Canadian educational institution should provide a letter of invitation to the visiting academic containing the following information: <ul style="list-style-type: none"><li>• the purpose of the trip</li><li>• the nature and location of the position</li><li>• intended length of stay</li><li>• arrangements for remuneration</li></ul>
<b>Foreign Educational Institution</b>	The foreign educational institution should provide a letter to the visiting academic confirming that the person retains their position abroad.

The process for obtaining employment authorizations for foreign scholars is described in Ryerson’s *Scholarly, Research and Creative activity Hiring Guide*, Chapter 4: “Work Permits” <<http://www.ryerson.ca/working/srcguide/emplaut.html>>. For advice regarding particular individuals or circumstances, Schools/Departments should consult the Human Resources Department.

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<sup>2</sup> Human Resources Development Canada, *Foreign Worker Programs: Temporary Academic Workers* <[http://www.hrsdc.gc.ca/en/on/epb/fwp/academic\\_workers.shtml](http://www.hrsdc.gc.ca/en/on/epb/fwp/academic_workers.shtml)>

## **Attachment B**

### **Other Visiting Experts**

From time to time, professional experts may be appointed to visiting positions with designations appropriate to the host Faculty. The following examples are illustrative:

#### **Visiting Practitioner**

Departments or Schools may invite experienced individuals to spend time on campus interacting with students and/or contributing in other ways to learning and SRC activities in a program or programs.

The Visiting Practitioner designation is analogous to the academic category of Visiting Professor. There is no remuneration, although office space and other support may be provided, depending on the length of the visit and the resources of the host department or school.

#### **Practitioner-in-Residence**

Practitioner-in-Residence is regarded as a prestigious designation that honours the holder of the title, as well as benefiting the host academic unit and the University. In addition to office space and administrative support, a suitable honorarium may be provided.

### **Procedures**

The qualifications, criteria, rights and responsibilities of Visiting Practitioner, Practitioner-in-Residence, or equivalent designations will be determined by the individual academic unit responsible for the position and the Dean of the Faculty. The terms of each position must be approved by the Vice Provost, Faculty Affairs.

The letter of invitation from the Dean will specify the length of time on campus, expected activities, and the general rights and responsibilities of a visiting position, along with details of any honorarium or support services provided. As with other visiting designations, Ryerson policies on research ethics, human rights, campus safety and related issues may apply. Visitors should be referred to “Key Ryerson University Policies for Visiting and Status-Only Academics” on the [Teaching@Ryerson](#) web page.

