



APPROVED

<i>Policy #:</i>	101
<i>Version #:</i>	1
<i>POLICY TITLE:</i>	Visiting Professors
<i>Responsible Executive:</i>	Director
<i>Date of Current Revision or Creation:</i>	Sep 19, 2018
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UBC Policies and Collective Agreements inform and supersede all iSchool Policies

A. PURPOSE

This policy addresses visiting professors.

We accept applications for visiting professors for many reasons, including, but not limited to:

- advancing research and education at UBC and iSchool through collaboration between UBC faculty members, the visiting professor, and their respective networks
- supporting the educational and research endeavors of the visiting professor and his/her network and university
- enhancing opportunities for iSchool faculty and students to access the expertise of the visiting professor and his/her network
- opening up possibilities for students to benefit from the presence of an authority in their field of study

B. DEFINITIONS

Visiting Professor: a person holding a position at the rank (or equivalent) of Instructor, Assistant, Associate or Full Professor in a recognized university, or equivalent research institution, who has expressed interest in visiting UBC iSchool for purposes of research.

In-house: a visitor hosted within UBC iSchool space (4th floor, IKBLC)

Ex-house: a visitor hosted at a site external to UBC iSchool space

Unpaid: a visitor who will not be paid during their time at iSchool

Paid: a visitor who will be paid either through reimbursement of expenses, salary, or for teaching a course during their time at iSchool

Short term: visiting for under a month

Longer term: visiting for a month or more

Host (faculty): is an iSchool tenured or tenure-track faculty member who agrees to take on the responsibilities of hosting a visiting professor as per D below.

Available Resources: include but are not limited to

- Space (there must be a place to house the visitor – iSchool spaces are extremely limited; visitors can be housed elsewhere if applicable and space is identified and obtained by the Host)
- Host (all visitors must have a Host who agrees to take responsibility for them)

C. SCOPE

This policy applies to all visiting professors, paid or unpaid, housed internally or externally to the iSchool and hosted by an iSchool faculty member. Visiting students and other visitors are not covered by this policy.

D. POLICY STATEMENT

1. The number of accepted applicants for longer term visiting professor in-house positions will be based on available resources, the quality of applications, and matching interest with UBC iSchool.
2. There will typically be a maximum of 1-2 longer term in-house visitors per academic term.
3. Visiting professors will normally be appointed for one academic term or up to one academic year maximum.
4. Reappointments/extensions for an additional academic year may be considered if the applicant has made a significant contribution to the iSchool community. All reappointments and extensions will be subject to approval by the iSchool faculty during the September and January Faculty Meetings.
5. The visiting professor is expected to engage with iSchool faculty, staff, and students in building research and/or education relationships. Possible academic and research activities the visiting professor could engage in include: joint grant applications and publications, public talks and guest lectures, and teaching a course. Specific activities and duties the visiting professor will engage during their time at iSchool will be agreed upon by the visiting professor and the Director. Activities and duties will be based upon the applicant's stated reason for visiting UBC iSchool.
6. The iSchool host must have the time available to engage with their visitor, such as having meetings, arranging the required talk, research engagement, etc
7. Faculty wishing to host short term visits must notify the Administration Manager; short term visiting professors are not guaranteed the benefits outlined in E.4 below.

E. PROCEDURES

1. Application Process
 - Applicants identify potential host(s) and contact them to see if they are a good fit; alternatively iSchool faculty can identify a potential visitor and volunteer to host them
 - Applicants are required to complete the Visiting Faculty Application Form
 - Applications will be accepted throughout the year; however, the review process and decisions will only occur in September, January and April.
 - Applications for the position will be distributed to iSchool faculty prior to the September, January and April Faculty Meetings wherein the applicants will be reviewed and decisions made.

- For ex-house applicants, the Host will need to demonstrate that they are able to provide the visitor with suitable shared office space outside the iSchool, as a precondition to the decision.
 - Applicants will be notified by the Administration Manager after the decisions are made.
2. Criteria for accepting longer term in-house visiting professors include:
 - The quality of their past research and educational experience
 - The quality of the proposed plan (for research and/or education)
 - Anticipated opportunity for building connections with the visitors, their network and/or universities
 - Potential for the applicant to contribute to the strategic goals of the iSchool and UBC, including education and research
 - Existing connections to iSchool and/or UBC
 3. Visiting professors responsibilities:
 - Non-Canadians are responsible for obtaining the necessary documentation to come to Canada (<http://www.hr.ubc.ca/faculty-relations/immigration/visitors/>)
 - Give a lecture or host a seminar during the visit, to be arranged with the support of the Host and the Colloquium Coordinator.
 - Near the end of their visit, write a brief report (1-2) pages describing the activities they have engaged in during their visit and any progress they have made on fulfilling the purpose of their visit (i.e., research, collaborations, presentations, etc.). Reports will be used by UBC iSchool a) to review and evaluate the visiting professor policy and ensure that all visiting professors meet the requirements of their visit and b) potentially in the School's ALA reports.
 4. UBC iSchool will supply:
 - Printer/copier code
 - Appointment as a visiting professor (at their existing rank), thereby granting access to UBC Libraries
 - Shared office space
 - Internet access
 5. UBC iSchool does not supply/guarantee access to:
 - A private office
 - A computer
 - A phone

F. RESPONSIBLE OFFICER

The responsible officer to administer this policy is the iSchool Director. This individual is responsible for keeping the policy up to date and coordinating a detailed review at least once every 5 years.

G. RELATED INFORMATION/POLICIES/MATERIALS/NOTES

- Visiting Faculty Application Form
 - UBC Policy #42, section 2.2.5
 - <http://www.hr.ubc.ca/faculty-relations/recruitment/titles-ranks-descriptions/visitors/>
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Policy Revision Dates:

Version 1 September 19, 2018
Version 2 [Date revised]

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