



Regulations Relating to Visiting Academic Appointments

Approved by:		
Senate:	October 25, 2017	Minute IIB4
Executive Committee:	November 1, 2017	Minute 2

Full legislative history appears at the end of this document.

1. SCOPE

These regulations set out the general terms and conditions relating to visitors and their visiting academic appointments to the University.

2. DEFINITIONS

- 2.1 “Academic Year” means the period from the 1st of September to the 31st of August next following.
- 2.2 “Dean” means the Dean of the Faculty, School of Continuing Studies or Libraries to which the Visitor has been appointed as indicated in his or her Official Letter of Invitation.
- 2.3 “Definite Term” means an invitation of limited duration with a fixed end date
- 2.4 “Department” includes an academic institute, school, centre and, where appropriate, a Faculty without Departments.
- 2.5 “Departmental Chair” includes the Chairs of academic departments, Directors of academic institutes, schools and centres and, where appropriate, Deans of Faculties without departments.
- 2.6 “Official Letter of Invitation” (“OLI”) means the letter of invitation issued by the Dean to the Visitor according to these Regulations.
- 2.7 “Regular Academic Staff:” means academic staff of the University appointed under:
 - i. the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*;
 - ii. *Regulations Relating to the Employment of Librarian Staff*; and
 - iii. *Regulations Relating to the Employment of Contract Academic Staff*.
- 2.8.1 “Visitor” means a person invited to McGill University under these Regulations.
- 2.8.2 A Visitor is a person who is invited to visit McGill University for a specific academic

purpose and for a limited time, within an academic Department of the University.

2.8.3 A Visitor consists of those persons who are so described in their OLI issued in accordance with these Regulations.

2.9 “Visiting Academic Appointment” means an invitation of limited duration, with a fixed end date and term, made to a Visitor under these Regulations.

2.10 All references to Deans, Departmental Chairs and Provost include their authorized delegates.

3. NOTICES

3.1 Any notice required to be communicated under these Regulations may be communicated either:

- i. by delivery to the relevant Department at the University;
- ii. by mail; or
- iii. by e-mail to the Visitor’s official University e-mail address.

4. VISITING ACADEMIC APPOINTMENTS

4.1 A Visitor is not a member of staff or student of the University.

Classifications

4.2 A Visitor shall be accorded one of the following designations:

- i. **Visiting Fellow**, who is a person holding a post-graduate fellowship or other award, conferred by another institution or agency other than McGill, who is invited to pursue research and scholarly activities, for a limited duration, within an academic unit of the University.
- ii. **Visiting Professor**, who is a person holding a ranked academic appointment, or its equivalent, in another academic institution, and who is invited to pursue research and scholarly activities and/or engage in teaching, for a limited duration, within an academic unit of the University; or
- iii. **Visiting Scholar**, who is a person who holds a recognized professional or scholarly designation with another academic institution, governmental, corporate or related agency, who is invited to pursue research and scholarly activities and/or engage in teaching, for a limited duration, within an academic unit of the University.

Duration

4.5 An invitation to a Visitor shall be for a Definite Term that normally shall not exceed 12 months. Exceptionally, where the Dean provides a rationale to the Provost, initial invitations may be for a Definite Term of up to two years.

4.6 An invitation may be renewed for further periods provided that the duration of the initial invitation and the extensions thereof do not exceed, in aggregate, two consecutive years.

4.7 Notwithstanding the duration of the invitation as stated in the OLI, it may be withdrawn at

the University's discretion at any time upon thirty (30) calendar days' written notice to the Visitor.

Procedure

- 4.8 The OLI shall be issued by the Dean on the recommendation of the Departmental Chair, with a copy to the Provost. Each recommendation shall be accompanied by the Visitor's current *curriculum vitae*, and a letter of support from the Department Chair providing sufficient detail as to the length and purpose of the visit.
- 4.9 For each Visitor, a copy of the OLI, the Visitor's *curriculum vitae* and the letter of support from the Department Chair shall be sent to the Office of the Provost.
- 4.10 The terms and conditions of the invitation, or any extension, shall be specified in the OLI. The letter shall specify:
- i the designation accorded the Visitor pursuant to these Regulations;
 - ii the name of the host academic unit/department and faculty with which the Visitor will be associated;
 - iii the start and end dates of the invitation;
 - iv the purpose of the visit and description of the activities the Visitor will undertake during the visit;
 - v the research and scholarly activities and/or teaching, if any, to be assigned during the term of the invitation; and
 - vi the stipend, if any, associated with the invitation.
- 4.11 All invitations shall be conditional upon the Visitor meeting Canadian and Quebec immigration conditions at the time of entry, and for the entire duration of the visit.

Conditions

- 4.12 During the term of the invitation, the Visitor shall be subject to and comply with all University regulations and policies governing members of the University community, in particular those pertaining to academic staff, as set by the University from time to time.
- 4.13 Visitors shall not be members of the Academic Staff or administrative staff of the University, and activities undertaken as a Visitor shall not be deemed as service to or employment with the University. Consequently, Visitors are not eligible for:
- i consideration for tenure;
 - ii Salary in consideration of services rendered;
 - iii compensation on the withdrawal or termination of the invitation whether with or without cause; or
 - iv any rights, benefits or privileges conferred on members of the staff pursuant to regulations or policies applicable from time to time to the employment of Academic Staff or administrative staff of the university.

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