

	Policy on Visiting Scholars #5.8	
CATEGORY: Senate Policy		APPROVAL DATE: March 31, 2025
EFFECTIVE DATE: March 31, 2025		REVIEW DATE: Five years from effective date
APPROVAL: Senate		
RESPONSIBLE COMMITTEE(S): Senate Academic Policy & Planning Committee		
CONTACT(S): Office of the Vice-President, Academic & Provost; Office of the Vice-President, Research		
PREVIOUS VERSIONS: March 23, 2009 (Academic Council)		

SCOPE:

This policy outlines the role of Visiting Scholars at OCAD University, the terms and conditions under which they are appointed, and their rights and responsibilities.

POLICY:

From time to time, OCAD University invites professors, both from within Canada and internationally, to the university to host them as a Visiting Scholar. These individuals are normally faculty from other universities and research institutes who hold permanent or Emerit appointments in their home institutions

OCAD University derives many advantages to collaborations with such individuals including adding to the intellectual capital of the university, gaining potential partners, and enhancing our research and creative profile. Furthermore, Visiting Scholars are professors outside of OCAD University interested in short-term appointments for collaboration, research, use of facilities, and engagement in the OCAD University community through public talks, lectures and classroom activities. Unless otherwise arranged for public speaking events or other special conditions, no compensation will be provided to Visiting Scholars by OCAD University for the duration of their appointment.

Applications for Visiting Scholars are received by the Office of Research & Innovation, reviewed by the relevant Chair or Graduate Program Director in consultation with the area Dean and upon recommendation, appointed by Vice-President, Research. The application process can be obtained from the Office of Research & Innovation at research@ocadu.ca.

ELIGIBILITY AND CONDITIONS:

1. Visiting Scholars must be individuals on temporary leave (i.e. sabbatical) from a permanent or Emerit position at their home institution or demonstrate they have funding to support their appointment and demonstrate a clear research or practice interest and agenda prior to their appointment at OCAD U.
2. Visiting Scholars will be appointed for a fixed start and end date, normally for a period of three (3) to four (4) months. Individuals are responsible for obtaining an appropriate VISA for the duration of their time in Canada, as applicable.
3. Visiting Scholar appointments are normally limited to four (4) each academic year, ideally representative of each Faculty and the School of Graduate Studies. Special permission to exceed this limit is at the discretion of the Vice-President, Research.
4. Visiting Scholars are status only positions and incumbents are not members of the OCAD University's faculty complement, do not carry membership in the School of Graduate Studies, and are not eligible to apply for internal OCAD U research grants, or for external grants through OCAD U, during their appointment. Visiting Scholars also do not hold the ability to supervise students.
5. Visiting Scholars must comply with all University policies including those related to ethical and professional conduct. Failure to comply will result in termination of their appointment.
6. As a formalized visitor to OCAD U, Visiting Scholars are required to have University Health Insurance Plan (UHIP) coverage if they are not eligible for the Ontario Health Insurance Plan (OHIP).

OCAD U ROLES AND RESPONSIBILITIES:

1. Relevant Chairs or Graduate Program Directors will act as the point of contact for the duration of the Visiting's Scholar's time at OCAD University.
2. The Dean, in consultation with the Chair or Graduate Program Director, is responsible for recommending a Visiting Scholar's appointment for approval.
3. The Vice-President, Research is the final approver of the appointment and will issue an appointment letter to the Visiting Scholar to outline the terms and conditions of the appointment and to formally notify their home institution. Any policies governing the duties to be performed by the Visiting Scholar will be identified and brought to the attention of the appointee in the letter of appointment.
4. The Office of Research & Innovation is responsible for supporting and coordinating the Visiting Scholars process, including reviewing and disseminating applications to the relevant parties, and establishing institutional access for the Visiting Scholar as well as providing limited logistical support, when appropriate.

VISITING SCHOLAR RIGHTS AND PRIVILEGES:

The University will offer Visiting Scholars the following during their appointment:

1. A temporary OCAD U identification card for campus access
2. Access to OCAD U internet
3. An OCAD U email account, maintained in accordance with University policy and practice
4. Access to the resources of the University Library and Archives
5. Use of the University mailing address for scholarly purposes
6. Announcement of the Visiting Scholar appointment on the University website and in relevant University communications

Additional privileges are available at the discretion of the appropriate Chair or Graduate Program Director:

1. Access to OCAD U studio facilities by request and coordinated by the Dean in consultation with Studio Management
2. Invitations to contribute expertise to the research, creative practice, and other scholarly activities of the Faculty/School/Program by collaborating with faculty and students.
3. Invitations to give public talks, lectures, workshops or presentations to individual classes or to the university community.
4. Participation in conferences, hosting lecture series, and engaging in other projects at OCAD U during the period of their appointment. Scholars shall acknowledge their affiliation with OCAD U in any public presentations and publications, accordingly.