

Number:	RHR-207
Title:	Appointments – Visiting Professor, Senior Fellow, Adjunct Professor and Postdoctoral Fellow
Person responsible for enforcement:	Vice-Rector, Academic and Research
Effective date:	May 30, 2018
Approved:	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Policy statement

This regulation specifies the terms concerning the appointing of visiting professors, senior fellows, adjunct professors and postdoctoral fellows.

2. Regulation

2.1 Visiting professor

A visiting professor is a recognized academic, still employed by a university or retired, from another institution, who is able to teach at the graduate level, to direct theses and to carry out a program of research. He holds a Ph.D. or its equivalent.

The presence of a visiting professor aims to increase the range and quality of the University's academic or scholarly activities. Consequently, this professor is expected, at a minimum, to take part in graduate-level seminars related to his area of expertise, give a public lecture and contribute to the intellectual or scholarly life of the faculty in other ways.

The stay from a visiting professor usually takes place through a leave of absence from his own university. Honoraria are granted when circumstances justify it, such as if the professor teaches a course. Also, this professor has access to the same University services as a regular professor (library, mail, email, etc.). An office, with a computer and telephone are provided where possible.

The appointment is made by a recommendation to the Executive Committee, upon the recommendation of the Dean and Faculty Executive Committee of the faculty in question.

An appointment as visiting professor is normally valid for up to twelve months and is renewable for non-consecutive periods.

2.2 Senior fellow

A senior fellow may come from the public, parapublic or private sector. He may still be working or may be retired. This person has expertise related to an area of the University's teaching or research and is able to contribute in an exceptional way to the student university experience, to the development and carrying out of research and teaching activities, as well as to the growth of relationships with the community.

The senior fellow in this position can, amongst other things, share his expertise with students and professors who are working in his areas of expertise; at the request of professors, make presentations on his areas of expertise in undergraduate courses or in graduate seminars; take part in conferences or mini-conferences; take part in research groups; carry out research projects and contracts if the situation arises (in which case, funds are managed according to the policies and regulations of the University); publish academic or popular articles. It is understood that he is present on a regular basis at the University and that he promotes his

relationship with Saint Paul University in activities related to his position as senior fellow. He also has access to the same University services as a regular professor (library, mail, e-mail, etc.); a parking space and business cards that indicate the position of Visiting Professor / Senior Fellow and which are provided free of charge; an office, with a computer and a telephone, is provided where possible.

The appointment is made by a resolution to the Executive Committee, upon the recommendation of the Dean and Faculty Council of the faculty in question.

An appointment as senior fellow is valid for three years and is renewable every three years.

2.3 Adjunct professor

An adjunct professor is an intellectual or scholar in his field, holder of a doctorate.

He is appointed to a faculty to take on a specific and valuable academic duty, such as supervising placements, research, co-supervising theses, leading seminars, workshops or special classes.

He has access to the same University services as a regular professor does (library, mail, email, etc.). Also, an office is provided where possible.

The appointment is made through a resolution to the Executive Committee, upon the recommendation of the Dean and Faculty Council of the faculty in question.

The appointment as adjunct professor is valid for three years and is renewable every three years.

2.4 Postdoctoral fellow

A postdoctoral fellow is a researcher who has obtained a Ph.D. within the previous five years and who does not hold a tenure-track position.

The purpose of his stay is to carry out an original research that is distinct from his doctoral work under the direction of a professor who serves as a mentor. In keeping with Social Sciences and Humanities Research Council (SSHRC) guidelines, research activities whose objective is only to adapt a thesis for publication or learn a foreign language are not eligible.

All teaching done by the postdoctoral fellow is remunerated according to the rates in effect at the University. When possible, he is provided with an office.

The appointment is made by a resolution to the Executive Committee, upon the recommendation of the professor who is acting as a mentor and the Dean of the faculty in question.