

Number:	RHR-207
Title:	Appointments – Visiting Professor, Senior Fellow and Adjunct Professor
Person responsible for enforcement:	Vice-Rector, Academic and Research
Effective date:	May 6, 2020
Approved:	May 6, 2020 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 for appointing visiting professors, senior fellows and adjunct professors.

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 of a visiting professor usually takes place through a leave of absence from his own university. Honoraria are granted when justified by circumstances, such as if the professor teaches a course. Also, such a professor has access to the following services: library, mail and email. A shared office is provided where possible.

The appointment is made by a recommendation to the Administration Committee, upon the recommendation of the Dean and Faculty Council 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 at the University on a

regular basis and that he promotes his relationship with Saint Paul University in activities related to his position as senior fellow.

Honoraria are granted when justified by circumstances, such as if the senior fellow teaches a course. Also, such a senior fellow has access to the following services: library, mail and email, and business cards (provided free of charge) that indicate the position of Senior Fellow. A shared office is provided where possible.

The appointment is made by a resolution to the Administration 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 and having no administrative connection to the University (i.e., neither a part-time professor nor an employee).

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 following services: library, mail and email. A shared office is provided where possible.

The appointment is made through a resolution to the Administration 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.