Visiting Faculty Appointments

PROCEDURES

NOTE: Per SFUFA/SFU Collective Agreement Article 1: Association Relations, section 1.4, “Persons holding Visiting or Sessional Instructor appointments are excluded from the bargaining unit even if the term of appointment or of successive appointments exceeds one year”. Therefore, the University Policies will continue to apply.

Visiting faculty appointments are concluded by the Dean.

Relevant University Policies:

<table>
<thead>
<tr>
<th>A 12.04</th>
<th>Visiting Faculty</th>
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</thead>
<tbody>
<tr>
<td>A 10.01, Category C</td>
<td>Academic Appointments (Category C)</td>
</tr>
<tr>
<td>A 21.01</td>
<td>Benefits for SFUFA Bargaining Unit Members, Retirees and Visiting Faculty</td>
</tr>
<tr>
<td>A 31.04</td>
<td>Faculty Exchanges</td>
</tr>
<tr>
<td>GP 09</td>
<td>Relocation Expenses</td>
</tr>
</tbody>
</table>

For additional information and to read the full Policies, please refer to the Policy Gazette.

No contract exists until the candidate has signed and returned a copy of the letter from the Dean.

OVERVIEW

A visiting faculty member must be a person who holds a position at the rank of Instructor, Assistant, Associate, or Full Professor in a recognized university, or who holds an equivalent position in another appropriate organization.

CONTEXT FOR A VISITING FACULTY APPOINTMENT

a. The typical research faculty appointment is and will continue to be one which leads to tenure. A short term need for specific teaching tasks will normally be met by making sessional appointments. However, under some special circumstances where contributions are required to the teaching and/or research programs of a department, it may be desirable to make visiting appointments where one or more of the following conditions are satisfied:

i. an authorized visiting appointment exists;
ii. an authorized tenure-track position is vacant on a temporary basis;
iii. authorization has been given for the replacement of a regular faculty member on leave or for the partial replacement of a faculty member whose appointment has been modified from full-time to part-time.

b. Appointments may also be made to provide affiliation for a faculty member on leave from another institution who, because of allied interests, is invited to the University even though he/she may have no assigned duties and receive no remuneration from S.F.U.
APPENDMENT PROCESS

The Department Chair, in consultation with the Appointments Committee of the department shall decide whether or not a search is necessary.

RECRUITMENT AND SELECTION

Search Committee

Where a search is undertaken, the department shall establish a search committee composed of faculty, faculty and non-faculty staff, or faculty and non-faculty staff and students (depending on departmental practice). Faculty shall constitute the majority of the Committee. Both genders shall be represented on the committee. The Chair/Director of the Department/School (if applicable) shall be a member of the Committee and may chair the Committee. The Chair is a voting member of the Committee.

Selection Process

The search committee or Department Chair/School Director shall:

a) develop a statement of the proposed recruiting plan, and (if applicable) forward these to the Dean for review and approval, and carry out the approved recruiting;

b) make a recommendation of a candidate or a ranked list of candidates.

APPOINTMENT RECOMMENDATION

Search Committee or Chair/Director Recommendation to Dean

The search committee or Department Chair/School Director shall (if applicable) forward to the Dean a recommendation for appointment which shall include:

a) a statement of the actual search and selection procedure (if applicable), including actions taken to seek out members of designated groups;

b) a copy of the advertisement used (if applicable);

c) a list of the candidates considered (if applicable);

d) a specific recommendation regarding the candidate or ordered candidates for whom approval is sought (including proposed position and salary), and for appointments requiring teaching, a statement on teaching ability;

e) in cases where the appointment receives remuneration, and when a non-Canadian is recommended for appointment, the recommendation shall be accompanied by a statement detailing the reasons why the Canadian/Permanent Resident applicants were unsuitable;

f) such additional information as the Chair/Director considers relevant or the Dean requests;
Dean Recommendation to VPA

The Dean shall review the recommendation for appointment and, if they concur, shall sign the appointment letter/Recommendation for Appointment form, and conclude the appointment. The original, plus one copy of the appointment letter, should go to the appointee.

The appointment letter from the Dean must include the following:

a) Rank
b) Department/School
c) Funding information and pay (total/bi-weekly amounts), or confirmation regarding the appointment being unpaid
d) The start and end dates of the appointment
e) Confirmation of who is supervising/assigning duties for the position
f) Location of work and any other such pertinent details
g) Wording on immigration regulations and requirements – contact your Faculty Relations Advisor when required.
h) Reference to the policies related to Visiting Faculty
i) Reference to forms to complete – Payroll
j) Reference to Freedom of Information and Protection of Privacy Act (FIPPA) requirements when in the role

See Visiting Faculty - Checklist for distribution of the letter, and other required documents.

Appointment Details:

<table>
<thead>
<tr>
<th>RANK:</th>
<th>A 12.04, 2</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Visiting faculty holds position at rank of Instructor, Assistant, Associate, or Full Professor in a recognized university, or equivalent position in another appropriate organization.</td>
</tr>
<tr>
<td>RANK:</td>
<td>A 12.04, 3.b</td>
</tr>
<tr>
<td></td>
<td>Normally appointed at the rank they hold in own institution.</td>
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<tr>
<td>TERM:</td>
<td>A 12.04, 3.a, 3.c</td>
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<td></td>
<td>Normally appointed for one year or less, and only in exceptional circumstances shall an appointment be made for a period exceeding one year. No expectation of reappointment, with no eligibility for promotion or tenure.</td>
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<tr>
<td>SALARY:</td>
<td>A 12.04, 5.a</td>
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<td></td>
<td>Salary determined on an individual basis.</td>
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<tr>
<td>BENEFITS:</td>
<td>A 12.04, 3.d</td>
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<tr>
<td></td>
<td>For Visiting Faculty (a), a research semester is granted when their services are required for continued participation in an SFU research program. Entitled to benefits under classification as “Short-term employee”, under Policy A 21.01 Benefits for SFUFA Bargaining Unit Members, Retirees and Visiting Faculty. May be eligible for relocation expenses, as under GP 09 Relocation Expenses.</td>
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</tbody>
</table>
**COMPUTING ID for Unpaid Visiting Faculty**

It is possible to obtain a computing ID for functional purposes, such as for general departmental email correspondence, or research being carried out on behalf of the University environment. There is a $25 fee attached which can be paid either by the visitor or collaborating faculty member (or at your Department’s/School’s or Faculty’s discretion). An SFU computing ID and password is also required for all wireless network access (visitors from participating institutions can use eduroam while at SFU). The computing ID must be sponsored by a departmental signing authority on file in IT services.

**How to request a or renew sponsored computing IDs**

Please print, complete and send the following form: [Sponsored Accounting Computing ID Request Form](#)

You may also contact IT Services at (778) 782-3234

Alternatively, you will contact your local computing helpdesk or contact for an SFU Lightweight account and they can assist in completing this form and setup. When IT Services issues the computing ID to the visiting faculty member, you will usually be copied.

**LIBRARY CARD for Unpaid Visiting Faculty**

All borrowers must present a valid library card (University ID or external borrower card) to borrow materials. Visiting Faculty may get a University ID card through the Registrar’s Office, Burnaby Campus; the Information and Registration Desk, Harbour Centre; or the Student and Registrar Services Office, SFU Surrey.

Alternatively, an external borrower card can be obtained at the circulation desk of the Bennett Library, the Belzberg Library or the Surrey Campus Library.

For either of these options, you will want to provide the individual with a library card request memo (or accompany the individual with this memo, addressed to the library).