



Brock University Policy for Visiting International Professors, Visiting International Scholars, University Mentorship Program Participants & International Post-Doctoral Fellows

Category:	University - ALL	Approval Date:	
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POLICY STATEMENT

Brock University considers Visiting International Professors, Scholar, University Mentorship program participants, including International Post-Doctoral Fellows to be an integral and vital part of the university community who contribute significantly to the institutional vision and strategy for Internationalization, and help to meet major teaching and learning objectives as outlined in the university's Brock 2014 Academic Plan.

"Brock's programs will, more than ever before, develop students' intellects, stimulate their imaginations and provide them with broad-based knowledge and critical perspectives on global challenges. A Brock University education will engage students both inside and outside the classroom." (Page 9 of 2014 Academic Plan)

The VIP, VIS and UM programs are unique in that they bring to Brock, to the classroom and laboratories and offices on campus, faculty, staff and visiting students from other nations all over the world. These international visitors bring their unique expertise and cultural perspectives, interacting with faculty, staff and students in so many ways while they are here. They bring a little bit of the world to Brock.

PURPOSE

The purpose of this policy is to establish a consistent, centralized approach to response, registration, and service to international scholars seeking to undertake such activities as:

- teaching a course at Brock University as a Visiting International Professor
- collaborating on a joint research project as a Visiting International Scholar in partnership with a Brock faculty member
- a visiting graduate student wishing to conduct research under the mentorship or supervision of a Brock faculty member
- undertaking an administrative professional development assignment alongside a Brock Staff Mentor
- an international postdoctoral fellow or research associate

Working with Faculty, Deans, Department Chairs and Administrators, Brock International already has a well-established administrative process in place to formally welcome VIP, VIS and UM participants. The intent of this policy is to ensure that all visiting scholars (as defined under SCOPE and FORMAL PROGRAM DESCRIPTIONS below) are formally responded to, registered and appropriately serviced during their period of participation at Brock.

SCOPE

This policy is university-wide, applying to all Brock University faculty and staff that regularly or from time to time, host or invite visiting international colleagues (including professors, scholars, staff, researchers, postdoctoral fellows, research associates, visiting students, etc.) from academic institutions in countries outside of Canada.

POLICY BACKGROUND

As a higher education institution with almost 100 institutional linkages with universities across the world and international students, staff and professors at Brock representing more than 80 countries, in addition to our physical proximity to one of the most prominent tourist attractions in the world (Niagara Falls), Brock University is often approached by prospective visiting international scholars, professors, visiting graduate students, administrative staff and others from academic institutions around the world.

The requests usually come to the attention of the Brock International office either directly from the prospective international scholar, or from a Brock faculty or staff member. Occasionally they may come from one of our partner institutions, from an administrative International Office, Research Office, or an academic department.

The period of time for participation by a VIP, VIS, or UM may vary from one week to two years. More typically, the period ranges between 6 months – 1 year.

The purpose for participation may range from teaching a course here at Brock in their special area of expertise to undertaking a research lab internship under the supervision of a Brock faculty member as a requirement toward their degree at their home institution.

All participants are “visitors” – typically hold an academic or staff position, or registration, at an institution abroad.

All formal invitations to participate in the VIP, VIS, or UM programs require the identification of a suitable “volunteer” host (academic contact, host faculty member, administrative mentor, etc) as well as the approval of relevant Chairs and Deans, or Directors before issuance of the official letter by Brock International. More detail about the VIP, VIS and UM programs at: <http://www.brocku.ca/brock-international/visiting-international-profess>

CLASSIFICATION / FORMAL PROGRAM DESCRIPTIONS

VIP: This program is designed for faculty from abroad who are interested in **an international teaching** and research opportunity at Brock University. Generally, such opportunities arise out of interactions between Brock faculty and their international colleagues, leading to an invitation to teach at Brock.

VIS: The VIS program is designed for faculty and post-doctoral fellows from abroad who are interested in **an international research and scholarship opportunity** at Brock University. In most cases, participants have been awarded funding or fellowships by their home governments or institutions for international travel and living expenses. VIS opportunities may arise out of interactions between Brock faculty and their international colleagues, leading to an invitation to undertake collaborative research at Brock, or by direct application of an international scholar from an academic institution anywhere in the world. Brock International liaises with Brock faculty to determine availability and interest in hosting the prospective scholar.

UM: This program allows visiting faculty, staff, students, and other scholars from academic institutions in other nations to visit Brock for an extended period, to interact and collaborate with Brock faculty, staff and students in a range of **academic and/or administrative professional development activities**. Activities may include research activities supervised by a Brock faculty member such as a lab internship for a visiting graduate student; academic or administrative job shadowing; or observation of teaching and learning techniques and classroom activities. Volunteer faculty or staff members take on a “mentorship” role for the UM participant.

POLICY COMPLIANCE & IMPORTANCE

Failure to comply with this policy may result in inconsistent response / coordination of visiting international scholars, professors, students and staff across the university. The existing VIP / VIS / UM programs are widely touted as a successful way to promote internationalization and foster international understanding, cooperation and collaboration across the university. The programs have served to build and enhance our university reputation nationally and internationally for receiving and welcoming international scholars into our university community. Centralized and coordinated formal registration of all visiting international participants permits appropriate servicing and ensures that University health and safety requirements are met.

RESPONSIBILITIES

Faculty and Staff, in consultation with their Department Chair and Dean OR Director / AVP / VP, will immediately notify Brock International when participation by a visiting international scholar or colleague is known or imminent in order to ensure that formal registration procedures and policies are followed. **Formal registration policy and procedure applies and is a university-wide mandatory requirement when participation is a minimum of one work-week (5 “business” days).**

Brock International’s responsibility shall include:

- Provide leadership and advice for all visiting scholar matters to Brock faculty and staff.
- Principal point of contact for visiting international scholars, professors and university mentorship participants.
- Liaise with faculty / Departments / Deans to facilitate the invitation of a VIP, VIS, or UM participant.
- Issue the formal invitation letter to the VIP, VIS or UM participant.
- Formally register (including digital photo) in a university database all VIP, VIS and UMs ensuring mandatory requirements such as immigration paperwork, liability waiver and health coverage are arranged.
- Communicate extensively with prospective and incoming participants regarding pre-departure assistance, including such important logistics such as accommodations, airport pickup and first arrival at Brock.
- Provide extensive on-arrival orientation and ongoing communication during their participation. On-arrival includes administrative arrangements such as Brock Email Account Assignment, University ID card, Internet and Library Access / Borrowing Privileges, Liability Waiver Form, Health Coverage Registration, Social Insurance and OHIP registration assistance when required, bank account set-up assistance, campus tour arrangement, coordinate initial meetings with faculty / staff colleagues, among other details.
- Organize a We Welcome the World reception each term, making all formal event arrangements including speakers, invitations, formal printed program, slideshow – icebreaker activity, flag display of scholars’ countries, personalized award presentation to scholars, photographs, and other event details.
- Organize and promote public-speaking opportunities for select VIP / VIS / UM participants as part of the “Brock International Speaker Series” program, and in collaboration with departmental talks / series.
- Promote VIP participants and which courses they teach in an academic year in a regular poster promotion entitled “Expand your horizons without leaving the classroom”.
- Organize social networking events, opportunities, and maintain regular weekly or bi-weekly contact by an e-newsletter for all VIP/VIS/UM participants.
- Feature and promote news and information about VIP/VIS/UM participants in Brock / community media.
- Prepare, in collaboration with faculty / staff contact or mentor, a final letter certifying the completion of a VIP / VIS / UM program, including accomplishments and products of their participation while at Brock.

RELATED DOCUMENTS

Brock University Guidelines for International Visiting Delegations

Policy on Travel and Field Safety: Risk Assessment & Planning

Post-Doctoral Fellowship Application & Guidelines by Brock Research

Strategic Internationalization Plan

Teach, research and learn at Brock University (VIP / VIS / UM promotional brochure)

Expand your horizons without leaving the classroom (Poster promoting courses taught by VIPs)

www.brocku.ca/brock-international