

FACULTY OF ARTS

Visiting Scholars' Policy

The Faculty of Arts welcomes applications from Visiting Scholars who apply externally or who may be nominated through a member of staff.

The responsibility for the administration of the visiting scholar program shall be the Dean or nominee.

Duration of appointments shall be clearly defined and will **not normally be less than 4 weeks, nor exceed 12 months.**

Visiting scholars will be ineligible for remuneration from the University of Southern Queensland.

Decisions to renew a visiting scholar's appointment will be subject to a review of their contribution to the relevant School or Centre and the available resources.

Applications for a visiting scholar may be submitted to the relevant Head of School or Centre Director and must be approved by the Dean, who then makes a recommendation to the DVC (Scholarship).

Applications will be considered under the following criteria:

1. Contribution to School/Centre
 - Research Development
 - Course Development
 - Staff Development
 - Community Service
2. Resources required (desk, PC, internet/email, phone, mail, photocopying, library, funding etc)
3. Relevance of Visiting Scholar's professional expertise and program of activities to School/Centre's mission and objectives
4. Professional standing, institutional affiliation and source of funding.
5. Costs versus benefits assessment.

The Visiting Scholar should offer a substantial commitment to the teaching and or research programs of the Faculty.

As a condition of appointment, the visiting scholar will undertake to acknowledge the support of USQ in any publications or outcomes arising from the visit and to provide a copy of any such outcomes to the Associate Dean (Research).

Visiting scholars are not deemed employees of the University.

Procedure:

1. Applications should be in writing and addressed to the relevant Head of School or Centre.
2. Applications should include:
 - a statement addressing the selection criteria above
 - a full description of the program of activities while at USQ
 - a full list of the level of support (financial and material) required for the duration of the visit
 - full curriculum vitae and certified copies of qualifications
 - letter of support from current institution
3. Applications should normally be received 3 months prior to the intended visit.
4. The application must then be approved by the Dean, who then forwards the request through Human Resources to the DVC (Scholarship) for approval. (Appointments above level C go to the Vice Chancellor.)
5. If approved by the Dean and the DVC (Scholarship), then Human Resources will extend a formal written invitation to the visiting scholar specifying the approved duties, level of support, and time period of the appointment.
6. Details of the Visiting Scholar's appointment, program and expertise should be made available to all staff and students prior to and for the duration of the visit.