iSchool Visiting Scholar Policy[1]

The Faculty of Information welcomes visits from scholars[2] from other institutions where such visits will further the visiting scholar's research and/or teaching, as well as the intellectual life of the Faculty.[3] To ensure that the experience is most beneficial to both parties, the Faculty of Information will ascertain prior to agreeing to a proposed visit that:

- there is scholarly merit to the proposed visit;
- there is a match between the visitor's proposed program and the Faculty's scholarly foci and resources; and,
- a faculty member in the iSchool is willing sponsor the visitor based on shared interests in research and/or teaching.

Visiting Scholar will acknowledge that:

- Facilities to support their work such as work space (e.g. a desk), access to information technology, access to library services will be provided only if available and warranted;
- The Faculty will not provide funding to support Visiting Scholars;
- Visitors are expected to participate in the academic, intellectual, and social life of the Faculty. A culminating activity expected of the visitor is the delivery of a Faculty-wide colloquium; and,
- Arrangements will be made prior to arrival for the amount of time the visitor will stay. The typical stay is 3-12 months.

Application Procedures and Materials:
First, the potential visitor must find an iSchool faculty member who is willing to sponsor their visit and who is prepared to recommend their proposal to the Office of the Dean.

Second, the applicant then provides the iSchool faculty member with the following:

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[1] This policy does not apply to Visiting Professors. The Visiting Professor's policy is included in the *Faculty of Information (iSchool), University of Toronto, GUIDELINES FOR THE APPOINTMENT AND ANNUAL REVIEW OF STATUS-ONLY, ADJUNCT AND VISITING PROFESSORS* and is available on the iSchool website at: http://current.ischool.utoronto.ca/governance-policies#policies%20etc While proposals for appointment as a Visiting Scholars are normally considered on a rolling basis, appointments for Visiting Professors are normally only considered once a year (generally in late October).

[2] Normally applicants for this status will be professors, researchers, or librarians from other academic institutions, although applications from researchers from industrial settings are welcome.

[3] Graduate students at other institutions wishing to spend time at the UofT iSchool should apply under the iSchool Visiting Graduate Student Policy, see http://current.ischool.utoronto.ca/governance-policies#policies%20etc.

(a) a brief (maximum 1500 words) statement describing their research;
(b) a Curriculum Vitae,
(c) details (including full contact details) of two appropriate referees one of whom should be your supervisor/advisor whom we may contact; and,
(d) the iSchool Visiting Scholar Information Form.

Third, the iSchool faculty sponsor then submits (a), (b), (c), and (d) to the Office of the Dean along with a supporting statement.

Application Review
The Dean's Office will consider the request and seek references as necessary. If the request is approved the Dean's office will issue a formal invitation to the visitor including a form to sign accepting the status (see Response to Offer Procedures below). If the request is denied the proposed sponsor will be notified and the sponsor will notify the proposed Visiting Graduate Student.

This review normally takes four weeks, but may be longer if referees are slow to respond. The decision of the Dean is final.

Response to Offer Procedures:
The visitor will return a signed acceptance of the offer along with:
- a high resolution digital photograph;
- a biographical sketch of about 250 to 500 words; and,
- a brief statement 250 words describing the scholarship that the visitor will conduct during their visit.

The visitor will also grant the iSchool permission to publish on its website the photograph, the biographical sketch and the abbreviated research statement and to retain in its files a copy of all the documentation associated with the visit including the visitor's full statement of research focus, Curriculum Vitae, and iSchool Visiting Graduate Student Information Form

The iSchool Human Resources Officer will ensure the visitor has appropriate letters necessary to obtain a T-Card (library card) and a UTOR ID for access to the local computer network, and, if applicable, coordinate space arrangements.

After the request has been approved, the sponsoring faculty member has the overall responsibility for coordinating the visit and ensuring the quality of the visitor's experience.

Post Visit Procedures:
After the visit the Visiting Scholar agrees to:
(a) provide a brief statement about the outcomes and outputs of the visit (maximum equivalent of one page); and
(b) to acknowledge the visiting status in any future publications that result from having held the position of Visiting Scholar status at the iSchool at UofT.

Revised: June 2014.

UNIVERSITY OF TORONTO
FACULTY OF INFORMATION

iSchool Visiting Scholar Information Form

Name (Title, Firstname, Lastname):	
List key fields of research:	
Details of Degrees (Institution, location, degree attained):	
Current Position and Status (including title, department [if applicable], institution, and rank):	
Email Address:	
Do you prefer paper mail to be sent to your home or work address?:	
Mailing address – home:	
Home telephone:	
Mailing address – work:	
Work phone:	
Date of Birth (dd/mm/yyyy):	
Name of iSchool Faculty Sponsor:	
Proposed Start Date for the visit and length of visit in months:	

NOTE: The iSchool has no funds to support Visiting Scholars.

Please complete this form and include it along the materials request under Application Procedures and Materials to your iSchool faculty sponsor. Your sponsor will send all materials as a single pdf file to iDean@ischool.utoronto.ca