



Brock University Guidelines for Visiting International Professors, Visiting International Scholars, University Mentorship Program Participants

BACKGROUND

As a higher education institution with 150+ institutional linkages with universities across the world and international students, staff and professors on our campus at any given time 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 a popular choice for visitors from academic institutions around the world.

Since 2000, Brock International has worked with Faculty, Deans, Department Chairs and Administrators who are the academic or departmental host contacts for visiting academics and staff. Brock International manages the centralized administrative process for the visiting academics and staff at the university.

The Visiting International Professors (VIP), Visiting International Scholars (VIS), and University Mentorship (UM) programs (which includes International Post-Doctoral Fellows) are an integral and vital part of the university community programming that contributes significantly to the Internationalization mandate, serving to accomplish international learning, teaching and collaborative research goals and objectives outlined in Brock's Integrated Strategic Plan. These programs are unique in that they bring to Brock classrooms, laboratories, the campus and the community, global experience and cultural perspectives of faculty, staff and visiting students from all over the world. These formal programs have served to build and enhance our university reputation nationally and internationally. Centralized and coordinated registration of all visiting international participants means consistent servicing and recognition, as well as ensuring that University health and safety requirements are met.

PURPOSE

The purpose of these guidelines is to promote awareness and wider usage of the formal programs to ensure institution-wide consistency in response, registration, and service provided to visiting international faculty, staff, students and postdocs.

FORMAL PROGRAM DESCRIPTIONS & ADMINISTRATIVE PROCESS

VIP: For faculty from abroad who are interested in **an international teaching** and research opportunity at Brock. Generally, such opportunities arise out of interactions between Brock faculty and their known international colleagues. An academic department or unit may invite the visiting professor to teach a course in their area of expertise and a Brock faculty member is appointed the main academic colleague and point person for the visitor, familiarizing them with Brock's teaching expectations, policies and procedures.

VIS: For faculty and post-doctoral fellows from abroad who are interested in **an international research opportunity** at Brock. Typically, participants have been awarded funding or fellowships by their home governments or institutions. VIS opportunities may arise out of interactions between Brock faculty and their international colleagues, or a prospective scholar may apply directly to Brock International, who contacts Brock faculty to determine availability and interest in hosting and/or collaborating with the scholar.

UM: This program welcomes visiting scholars, staff, and students from academic institutions abroad to interact and collaborate with Brock faculty, staff and students in a range of **research, professional development and/or administrative activities**. Activities may include research supervised by a Brock faculty; a lab internship for a visiting graduate student; administrative mentorship; or observation of teaching techniques or classroom activities. A Brock faculty or staff member takes on the "mentorship" role.

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 office or academic department. All participants are "visitors" – typically holding an academic or staff position, or registration, at an institution abroad. The period of participation by a VIP, VIS, or UM may vary from one week to two years. On average, the period ranges between 6 months and 1 year.

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) as well as the approval of relevant Chairs and Deans, or Directors before issuance of the official letter by Brock International.

RESPONSIBILITIES

Faculty and Staff, in consultation with their Department Chair and Dean OR Director and AVP / VP, will notify Brock International when participation by a visiting international scholar or colleague is known or imminent in order to ensure formal university registration and communication.

Brock International's responsibilities include:

- Central point of contact for visiting international scholars, professors and university mentorship participants;
- Liaison to faculty / Departments / Deans on visiting scholar matters and coordinate VIP, VIS, or UM participation;
- Issue formal invitation to the VIP, VIS or UM participant, subject to host confirmation and appropriate approvals;
- Maintain centralized database of all VIP, VIS and UMs for institutional records and reporting purposes;
- Communicate extensively with prospective and incoming participants regarding pre-departure assistance, including such logistics such as accommodations, airport pickup and first arrival at Brock;
- Provide extensive on-arrival orientation and ongoing communication and support 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. Ongoing support such as confirmation letters; assistance with health insurance claims; assistance with other university services as needed;
- Organize 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, recognition of Brock hosts, certificates of participation, 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;
- Organize social and cultural events, networking opportunities, and maintain regular contact by an e-newsletter;
- Feature and promote news and information about VIP/VIS/UM participants in Brock / community media; and
- 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.

Brock Faculty or Staff Host's responsibilities include, depending on the visiting scholar and nature of participation:

- to serve as key departmental contact person for the participant, providing guidance to Visiting International Professors about course administration, curriculum, exams, marking and other related university teaching expectations and general academic "culture";
- to serve as an intellectual collaborator and peer, helping to shape research ideas (as needed), as well as set goals and objectives for the period of participation by the visiting scholar at Brock;
- to serve as an interface for the visiting scholar with the rest of the Brock community;
- to create opportunities for interaction with academics and professionals in the participant's area of interest, and to engage the participant in meaningful representative professional activity;
- to facilitate opportunities for the scholar to interact with students, classes and seminars where appropriate; and
- to meet regularly and/or as determined and agreed upon with the visiting participant.

RELATED DOCUMENTS

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

Post-Doctoral Fellowship Guidelines - Brock Research

Strategic Internationalization Plan: New Directions 2013-16

More information at: www.brocku.ca/brock-international