

## Visiting Scholars Programme

### Faculty of Arts and Science Guidelines for Recommendations

2018-19

1. Academic visits by women, visible minorities, aboriginal peoples and people with disabilities.
2. One-day visits are acceptable, however, visits of 3-5 days in length allow adequate time for visitors to meet with undergraduate and graduate students.
3. Visits must occur between the period September – March.
4. If the Scholar is not able to visit Queen's during the approved time period, the awarded monies will not be automatically carried forward. A new application must be resubmitted the following year.
5. All applications must be signed off by the Head/Director of the department/unit before being submitted to the Faculty Office. This ensures that the Head/Director is aware that a potential visitor may be coming to their department. If there is more than one application submitted by a department/unit the Head/Director does not need to rank the application(s), only sign off that they have seen it.
6. Organizers are encouraged to advertise campus-wide of the visit and the overall budget submitted should include a modest amount for advertising.

#### **NOTE:**

- Submissions must include a curriculum vitae and a detailed budget for the proposed visit, indicating an appropriate honorarium, travel, (**travel arrangements should be a precise quote from a travel agency, economy fare**).
- The Visiting Scholar fund will not support departmental lecture series and/or colloquiums.