



STANLEY KNOWLES DISTINGUISHED VISITING PROFESSORSHIPS (SKDVP) IN PUBLIC POLICY

Terms of Reference

1. All University academic Faculties/Schools are encouraged to participate in this program.
2. To the greatest extent possible, the Professorship will be rotated among Faculties/Schools.
3. Scholars who have achieved an international reputation for excellence in research/scholarship in their discipline or interdisciplinary area are eligible to be considered for the visiting professorship.
4. Proposals received from academic units must be in an area related to comparative public policy with Canadian content. Proposals without this component will not be considered.
5. The Professorship will provide a benefit not only at a Faculty/School level but to the University as a whole and the surrounding Community.
6. Each year, by October 31, the Office of the Vice-President (Academic and Provost) shall issue a call for nominations. When applicable, the call for nominations will include a statement explaining that funds may be available for the approval of multiple Professorships. Amendments to this date or authorization for an additional call for nominations may be approved by the SKDVP Committee. Proposals from departments or interdisciplinary areas will be reviewed at the Faculty/School level and forwarded to the SKDVP Committee through the appropriate Dean/Director. It is recognized in some areas a traditional visiting professorship is preferable; in others thematic or sequential appointments may be preferred. Therefore, nominations from the Faculty/School shall be one of two types: 1) nominations of individuals, or 2) statements of intent:

Proposals for individual nominations shall contain:

- a) a letter of nomination indicating the area, intent and purpose of the professorship (detailing educational/research/community service duties), the preferred term/duration of appointment, anticipated outcomes of the appointment, and an approximation of the funding required;
- b) a formal recommendation from the applicable faculty via the Dean.
- c) a recent curriculum vitae of the nominee;
- d) the names of three references;

- e) any other information considered relevant by the academic unit. It is appropriate, when developing a proposal, for the unit to have discussions with potential nominees to explore the individual's interest and availability.

Statements of Intent shall include:

- a) a statement of intent indicating the area, intent and purpose of the professorships (detailing educational/research/community service duties), activities to be taken during the professorship(s), specific goals and benefits of these activities, the preferred term/duration of appointments, anticipated outcomes of the appointment, and an approximation of the funding required;
 - b) an assessment of the potential availability of candidates for the anticipated professorship, including specific individuals being considered;
 - c) recent curriculum vitae of specific individuals being considered;
 - d) letters of support as appropriate;
 - e) any other information considered relevant by the academic unit.
7. The proposed duration of the appointment shall take into account the nature and type of research/scholarly activity proposed. In some areas four-month appointments are preferred; in others some combination of shorter but more intensive appointments may be preferred. The professorship is tenable for a maximum of four months. Only in exceptional circumstances will renewal be considered.
 8. It is expected that the Visiting Professor will undertake a combination of the following typical duties:
 - a) pursue research/scholarly interests;
 - b) provide public lectures during the term of the appointment on topics related to the Visiting Professor's expertise;
 - c) provide occasional lectures, where appropriate, in courses offered by the academic units;
 - d) meet with students enrolled in degree programs within the academic units, on an informal basis, to help enrich the intellectual environment of those students;
 - e) provide assistance and guidance to undergraduate and graduate students in relation to research/scholarship topics, theses, etc.
 - f) consult/collaborate with members of the university community on their research/scholarly activities, where appropriate.
 9. Proposals normally must be received by January 15 for appointments to begin the fall of the next academic year or the year subsequent; for example, applications that arrive by January 15, 2012 will be considered for the term beginning the fall of 2012 or 2013.
 10. The SKDVP Committee will review all nominations. The Committee will consider:

- a) the record of research/scholarly accomplishment of the nominee and/or the general merit of the statement of intent
- b) the merits of the proposed program of research, teaching and community service
- c) the anticipated benefits to the department, the Faculty/School, the university and the community
- d) the duties as defined above,
- e) recommendations from the Faculty/School (where the Faculty/School is placing more than one nomination before the Committee, the Faculty/School shall rank order the recommendations and provide a brief rationale on the ranking).
- f) if the application is a renewal, relevant reports on prior SKDVP appointments.

The Committee will make a recommendation on appointment to the Vice-President (Academic and Provost). No person may be appointed SDKVP without a positive recommendation from the Committee.

11. Should the Vice-President (Academic and Provost) accept the recommendation of the Committee, she/he shall inform the Dean/Director. The Dean/Director will undertake all contract negotiations.
12. The Vice-President (Academic & Provost) shall publically announce the appointment of the SKDVP.
13. The Dean or designate will consult with the Visiting Professor, the Dean and Vice-President (Academic and Provost) to arrange a schedule, to recognize the importance of the Professorship to the academic life of the University and the Community.
14. The SKDV Professor will receive remuneration, pro-rated as necessary, reimbursement of travel expenses to and from Brandon University, a contribution toward accommodation while resident at Brandon University, and a grant to be used for research or conference activity related to the professorship. The Dean will administer this grant.
15. While desirable that the Professorship be granted every year, it is not mandatory and will be subject to availability of suitable proposals and candidates.
16. It is the responsibility of the Dean, Faculty, or designate to ensure that, within three months of the conclusion of the appointment, a final report is submitted to the Vice-President (Academic and Provost) who shall be responsible for providing the report to the SKDVP Committee for information and action as appropriate. This report shall provide sufficient detail to determine the benefit of the SKDVP appointment to the scholar, the unit, the University, and the Community. The report shall indicate the extent to which planned objectives were realized. Under no circumstances will renewal be considered in the absence of such a report.

Approved by Senate – Tuesday, November 18, 2014