

## **Application Guidelines and Procedures**

### **Background**

At the heart of a strong university is its faculty, those highly educated individuals whose responsibilities encompass teaching, research, scholarship, and community service. As competition among the most talented of these intensifies across the country, the ability to offer faculty unique opportunities for study, travel, renewal, and professional development can provide a decided advantage in recruiting and retaining top scholars. On the other hand, it is also important to “cross-pollinate” our faculty by inviting experts to join our ranks on a short-term basis and by enabling our longer-serving faculty to take advantage of invitations extended to them by other institutions. This is particularly crucial for UNB as it strives to promote its fundamental role in the intellectual, social, economic, and cultural well-being of this Province. The Harrison McCain Foundation has offered the University of New Brunswick a rare opportunity to attract visiting faculty to the University on short-term appointments to enrich course offerings and strengthen research programs. The Harrison McCain Foundation has generously committed \$100,000 a year to UNB to be shared between this program and the Visitorship program, for a period of five years.

### **Award Criteria**

The Harrison McCain Visiting Professorships are intended to attract scholars of especially high calibre to either campus of the University of New Brunswick in any discipline. The intent is to bring to UNB unusual expertise and new perspectives.

The Professorships will be valued at up to \$50,000 per year (~\$4,150 per month) and may be used for the following:

- The Professorship is for a minimum term of 1 month and a maximum term of 6 months.
- The Professorship will have a start date of May or later.
- Compensation for each Professorship, including travel expenses, accommodation, and research costs, is available to a maximum of \$12,500 per 3-month period.
- Successful candidates will take up residence in Fredericton or Saint John for the duration of their term.
- Successful candidates will give a minimum of one public lecture on each campus, present at least one paper during their stay, be available for consultation with faculty and graduate students, and will be available for the occasional guest lecture in UNB courses.
- The University will appropriately publicize the appointment of all Harrison McCain Visiting Professorships.
- Normally there will be at least two Visiting Professorships and two Visitorships per annum.
- Applicants must submit a report at the conclusion of the visit outlining the activities undertaken and the benefits of the Visiting Professorship by April 1<sup>st</sup> of the following year.

### **Application Process**

- Applications are to be submitted by individual UNB faculty members through their respective deans to the Office of Research Services. Individual deans will be responsible for setting internal deadlines for submission of applications to the faculty.
- Applications (1 fully signed copy) must be submitted to the Office of Research Services by the deadline indicated on the Funding Programs page (<http://www.unb.ca/research/ors/internal-funding/harrison-mccain-foundation.html>).
- Applicants must also email one complete PDF copy of their application to [ors@unb.ca](mailto:ors@unb.ca) by the competition deadline date. It is understood this copy will not be signed.
- If more than one Application is to be submitted per faculty, the dean will rank the Applications.
- Space for the nominee will be assigned by both the departmental Chair and the Dean of the Faculty.
- Application packages, which are to be completed by the UNB faculty member in collaboration with the candidate, include:
  - the completed Application form, which includes a description of the visiting professor's research project, a statement of how his or her research would benefit UNB, information on the requirements of office and laboratory space and any other infrastructure required to support visiting professor's work at UNB, and the necessary commitments from the department and/or Faculty; and
  - the visiting professor's CV .

As the membership of the selection committee is representative of a broad spectrum of research interests, applicants should refrain from extensive use of technical terms or jargon.

### **Selection Process**

- Visiting Professors who expect to teach within the Faculty must undergo Level I review.
- Applications will be adjudicated by a committee chaired by the Vice-President (Research).
- The Committee shall have a quorum of at least three members and will meet at the call of the Chair following the submission of Applications.

### **Administration and Reporting**

The application processes for the Harrison McCain Visiting Professorships will be administered by the Office of the Vice-President (Research).

The final selection, appointment, and removal of award recipients are the sole responsibility and prerogative of the University.

The University shall continue to support the Departments where the Harrison McCain Visiting Professorships reside at a level consistent with that accorded other Departments without regard to or making allowances for the support provided by the Professorships.

All contributions from the Harrison McCain Foundation towards the Visiting Professorships Award will be placed in an account created specifically for this purpose. Funds will be available for **one** year after which they will be returned to the Harrison McCain Foundation general

account for re-distribution to other awardees. Requests for an extension to use the funds must be made in writing prior to the end of the grant period to [ors@unb.ca](mailto:ors@unb.ca).

Award recipients will be required to submit an annual report detailing the activities undertaken as a result of the grant, due by April 1<sup>st</sup> of the year following the award. The University will provide an annual report to the Foundation each year detailing the activities encompassed by the Visiting Professorships Award.

### **Harrison McCain Foundation Selection Criteria**

#### **Visiting Professorship:**

1. Relationship of visiting researcher's program of research to the nominator's program of research;
2. Expected contribution to the advancement of knowledge;
3. Clarity and scope of objectives and appropriateness of methodology;
4. Appropriateness of, and justification for, the budget;
5. Effectiveness of plans to communicate research to the university community and the public;
6. Where appropriate, the nature and extent of interactions with other faculty and students at UNB.