

## **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 Visitorships are intended to allow UNB professors to take advantage of visiting professorships offered to them at other institutions. The intent is to provide opportunities for current faculty to participate actively in the academic life of another institution, expanding their knowledge, enhancing their pedagogical skills and/or fostering research collaborations.

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

- The Visitorship is for a minimum term of 1 month and a maximum term of 6 months.
- The Visitorship will have a start date of May or later.
- Compensation for each Visitorship, including travel expenses, accommodation, and research costs, is available to a maximum of \$12,500 per 3-month period.
- Candidates must provide documentation of an invitation to serve as a visiting professor or scholar for a period of one-to-6 months
- The University will appropriately publicize the appointment of all Harrison McCain Visitorships.
- Normally there will be at least two Visitorships and two Visiting Professorships per annum.
- Successful candidates must submit a report at the conclusion of the visit outlining the activities undertaken and the benefits of the experience 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 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.
- Application packages, which are to be completed by the UNB faculty member, contain:
  - the completed application form, which includes a description of the candidate's research project and a statement of how this research would benefit UNB;
  - proof of invitation; and
  - the candidate's CV.

### **Selection Process**

- 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 Visitorships 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.

All contributions from the Harrison McCain Foundation towards the Visitorships 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 Harrison McCain Foundation Visitorships Award.

## **Harrison McCain Foundation Selection Criteria**

### **Visitorship Awards:**

1. Degree of originality & expected contribution to the advancement of knowledge;
2. Clarity and scope of objectives and appropriateness of methodology;
3. Suitability and expected effectiveness of plans to communicate research results;
4. Appropriateness of, and justification for, the budget;
5. Choice of institutional affiliation for the stated project;
6. Academic achievement, experience, publication record, and research aptitude of the applicant.