

Principles and Procedures: Visiting Scholar Programme

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Section A - Principles and Procedures

1.0 Criteria

- 1.1 Nominations for Visiting Scholars are encouraged from all staff and shall be considered for approval by the Dean in keeping with the following criteria:
 - A. The best interests of the organisation are protected and advanced.
 - B. The organisation does not incur a significant financial burden.
 - C. Nominees as Visiting Scholars must reflect favourably on the public image of Wintec.
 - D. Nominees as Visiting Scholars are clearly recognised as having distinguished themselves in their respective fields or disciplines.

2.0 Definition

- 2.1 A visiting Scholar is defined as an individual holding a tenured or continuing position in a bona fide institution of higher learning or has retired from such a position within or outside of New Zealand who has distinguished himself or herself through teaching, research and/or public service. Visiting Scholars holding such honorary appointments are not considered as our employees for the purposes of this policy nor do they hold any of the privileges of employees of the institution.
- 2.2 Normally, Visiting Scholars are persons who are on leave, study tours or on temporary release from another institution or have been given approval by their employer, in writing, to hold such an appointment in addition to their regular duties and obligations.
- 2.3 Visiting Scholars may be appointed to a particular programme, school, or faculty.

3.0 Selection Process

- 3.1 Nominations, with supporting documentation, will be reviewed by a sub-committee of the Academic Approvals Committee. Recommendations will then be made to the Dean. If approved by the Dean, a letter of appointment will be sent to the nominee. In some cases, the dean may directly appoint visiting scholars with such appointments being reported to the Academic Approvals Committee.
- 3.2 Nominees must be given a copy of the policy and it must form part of the agreement as reflected in the Terms of Appointment.

4.0 Compensation

4.1 The institution may offer honoraria within reasonable limits to Visiting Scholars during their time with us. Normally, compensation will be made available for incidental expenses such as food, accommodation, travel and supplies. Such coverage must be agreed to in advance and reflected in the letter of appointment from the appropriate dean.

5.0 Copyright/Intellectual Property

5.1 When materials are prepared on behalf of Wintec that include the input of the Visiting Scholar, copyright or ownership of intellectual property will rest with Wintec unless otherwise specified in the letter of appointment. Visiting Scholars must allow their names to appear in a range of documents such as calendars, handbooks, research proposals, etc.

6.0 Facilities and Resources

6.1 It is expected that the host school or faculty will provide the necessary office and equipment support to allow the Visiting Scholar to discharge his or her duties in an effective manner.

Refer Part A (Policy)