



CHECKLIST FOR APPOINTMENT

“VISITING FACULTY – 120 DAYS OR LESS”

NON-CANADIAN FACULTY ONLY

Candidate’s Name:	Department:
Start Date:	End date:
Current Employer:	Current Rank:
Admin contact:	Admin email:

PACKAGE FOR FHS FACULTY RELATIONS

Department/School’s Letter of Recommendation addressed to the Dean that outlines the reasons for the visit
Copy of Letter from McMaster faculty member to the Department Chair agreeing to “Supervise/Sponsor” the proposed visitor – **see below for details**
Curriculum Vitae (in English)
Letter from Candidate’s employer confirming academic employment status
Scanned copy of the front page of the candidate’s passport (non-Canadian visitors).

Please note:

Departments are responsible for ensuring that Visitors hold the proper academic credentials for appointment. Visiting Faculty will be appointed at a rank comparable to what they hold at their home institution. Proposed visitors who do not have proper academic credentials cannot be appointed as Visiting Faculty – Please look into the option of a Visiting Research Intern.

Per policy, visiting appointments of less than three months are normally confirmed in writing by the Department, and reported to the Dean for information. Visits lasting more than three months are subject to approval by the Dean and the Provost.

Due to immigration regulations, **any visits of non-Canadian visiting faculty must be processed by the FHSFR office. Visiting appointments of 120 days or less are work permit exempt.** Note – these visits are unpaid – if a stipend is to be provided – please use the standard visitor checklist. Also, note that these visits cannot be extended beyond 120 days in a 12-month period.

Letters from the supervisor/sponsor must clearly outline that the visitor has academic expertise/excellence in a field related to the work being undertaken and that she/he will have a significant role to play (or value to add) to the research project. This information will be utilized by immigration in determining whether the visitor meets the requirements for a work permit exemption.

Out of country visits should be requested well in advance to allow enough time for all for immigration processes to be completed. Please note that immigration officers may require visitors to provide proof of adequate funds for living expenses for the duration of their visit and proof of ongoing employment that they will return to at the end of their visit. Visitors (and accompanying family members) are responsible for complying with all immigration regulations.