

CHECKLIST FOR APPOINTMENT “VISITING FACULTY”

Candidate's Name:	Department:
Start Date:	End date:
Current Employer:	Current Rank:
Admin contact:	Admin email:
Credit Card information for payment of IMM 5802 fee:	
Name on Card:	Expiry Date:
Card #:	Security Code:

PACKAGE FOR FHS FACULTY RELATIONS

Department/School's Letter of Recommendation addressed to the Dean which clearly outlines the reasons for the visit (if not in the letter from the Host). Include all payment details if a stipend is to be provided.

Copy of Letter from McMaster faculty member to the Department Chair agreeing to “Supervise/Sponsor” the proposed visitor

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. Visitors who do not have proper academic credentials cannot be appointed as Visiting Faculty and cannot be processed through FHSFR.

Per policy, visiting appointments of less than three months are normally confirmed in writing by the Department, and reported to the Dean for information. However, due to immigration regulations, **any visits of non-Canadian visiting faculty must be processed by the FHSFR office**. Visits lasting more than three months are subject to approval by the Dean and the Provost. Visiting appointments are usually between 6-12 months in length and are normally unpaid; however, a stipend may be provided at the discretion of the department.

Any payments or taxable benefits provided to Non-Canadian visitors during their stay must be disclosed in advance. **If payment amounts are not included on the IMM 5802 – the University cannot legally pay the individual during their visit.** For all visitors that will receive a stipend, please submit a Special Premium Payment Form to Human Resources after the candidate has arrived and attach a copy of the President's letters and the work permit and IMM5802 if applicable.

The majority of these appointments will be for non-clinical activities. However, should the appointment include a provision for clinical activities, this will be clearly stated in the request and confirmed in the letter of appointment. It will be the responsibility of the visitor to obtain valid credentials for clinical practice.

Out of country visits should be requested several months in advance to allow enough time for all for immigration processes to be completed. Please note that immigration officers will require visitors to present the IMM5802 form and 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.