

## THINGS TO KNOW ABOUT VISITING FACULTY APPOINTMENTS

### 1. **Rank:**

Visiting faculty appointments are offered to individuals who hold continuing appointments or have emeritus status at another academic institution to which they expect to return ([UBC Policy AP4, 2.2.5.](#)). Usually, only those who have an academic position elsewhere as an Assistant Professor, Associate Professor, Professor, Instructor, Senior Instructor, Lecturer, Senior Lecturer, or an equivalent rank (for instance, someone who holds a Readership in an institution in the UK) qualify to be a “visiting faculty member”. These individuals will be offered a visiting faculty appointment at the equivalent rank to UBC preceded by the word “Visiting”.

Researchers who do not hold an academic appointment in their institution but are currently employed in a non-academic position and are expected to return to their positions may be offered a “Visiting Scientist” or “Visiting Scholar” appointment.

Individuals who are **visiting students** fall under the Visiting International Research Student (VIRS) category which is handled by [UBC Student Services](#).

Please contact the Appointments Coordinator in the Dean’s Office for assistance in determining the appropriate appointment type.

### 2. **Length of Appointment:**

Visiting faculty appointments can be offered for **a maximum of 2 years in total** but can only be processed for one year at a time.

### 3. **Initiating a visiting faculty appointment:**

A visiting appointment is initiated at the Department/School level with a request from the hosting faculty member and a “[Visiting Faculty Application Form](#)” completed by the prospective visitor and signed by the hosting faculty **and** the Head/Director. The administrator in the Department/School initiates an appointment in Workday and uploads the application form and the relevant documents. Please refer to the “Step-by-Step Instructions”.

### 4. **Immigration documentation (for non-Canadian Citizen/non-PRs):**

All UBC appointments made to people who are not Canadian citizens or permanent residents are subject to the approval of Immigration, Refugees and Citizenship Canada (IRCC). It is the prospective visitor’s responsibility to get the necessary immigration documentation (i.e., visa and/or work permit) from IRCC to enter Canada for their visiting appointment and legally “work” at UBC. Academic exchanges and research collaborations may be considered as “work” from IRCC’s perspective, even though the work may be unpaid.

#### ***Work Permit***

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Visitors from countries where visas are not required to enter Canada who will visit Canada for **less than six months** may be able to enter Canada as a Business Visitor without a work permit. Information on this can be found on the IRCC website at [www.cic.gc.ca/english/visit/business-who.asp](http://www.cic.gc.ca/english/visit/business-who.asp).

Please note, it is **NOT up to UBC** to determine whether a prospective visitor will or will not require a work permit – it is a decision made by the IRCC officer based on the documents provided by the individual at the time they apply. The prospective visitor should always be advised to check the [IRCC website](#) or contact the Canadian Embassy/Consulate in their area to find out what documentation is required for the visiting appointment.

Please be mindful of the visa/work permit application [processing time](#) estimated by IRCC and it is recommended that the visiting appointment process be initiated as soon as possible (following the “Step-by-Step Instructions” provided) to avoid delay.

### ***Employer Compliance Fee***

Effective February 21, 2015, IRCC implemented a new \$230 “[Employer Compliance Fee](#)” for all employers hiring “foreign nationals” who may obtain a work permit with a Labour Market Impact Assessment exemption. For unpaid visiting faculty who need a work permit for their appointment, this fee must be covered by the hosting faculty member through a research grant.

Since October 26, 2015, employers are asked to submit the “Offer of Employment Form (OEF)” and pay the “Employer Compliance Fee” through an on-line portal. The prospective visitors are provided with an OEF reference number and the copy of the Employer Compliance Fee receipt to include in their work permit application. Your department/School administrator will know how to submit the OEF and pay the fee (which will then be charged to your research grant). If IRCC eventually determines that the prospective visitor does not require a work permit for the appointment, or if the prospective visitor cancels the visit and does not apply for the work permit, the “Employer Compliance Fee” will be refunded.

### ***Electronic Travel Authorization (eTA)***

If the prospective visitors are from visa-exempt countries (except US), they must have an Electronic Travel Authorization (eTA) to fly to or transit through a Canadian airport. Prospective visitors should [apply for an eTA](#) before they book the flight. It only costs \$7 CAD and most applicants get approved within minutes.

## **5. Supporting documents provided by UBC:**

The prospective visitor will receive the following documents from the Head’s Assistant /Department Administrator to assist them in applying for the necessary immigration documentation from IRCC.

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- 1) A formal offer letter (provided by the Dean's office) that requires the invited visiting faculty member's signature upon return as confirmation of the acceptance
- 2) The OEF reference number and the copy of the Employer Compliance Fee receipt (after the OEF is submitted and the Employer Compliance Fee is paid by the Department/School)

6. **Applying for the immigration documentation:**

With the documents supplied by the Head's Assistant /Department Administrator, the visiting faculty member applies for a visa and/or work permit at a visa office or, if they are eligible, apply at the port of entry. To find out the eligibility, please visit the IRCC website at <http://www.cic.gc.ca/english/work/apply-who-eligible.asp>. IRCC updates the processing times for work permit and visa applications at: <http://www.cic.gc.ca/english/information/times/index.asp>.

7. **Appointment activation:**

Upon arrival, visiting faculty members are expected to report to the Department/School (with their immigration documentation if applicable). The Department/School will initiate the Hire BP in Workday and complete the onboarding steps.

8. **Appointment renewal:**

If the visiting faculty member would like to extend their stay (not exceeding two years in total), a similar process will need to be initiated at the Department/School level.



Have questions? We are more than happy to help. Please contact:

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