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**Office of the Provost and Vice-President (Academic)**

**POLICY and PROCEDURES for NIL-SALARIED ACADEMICS**

1. **NIL SALARIED ACADEMICS – OVERVIEW**
2. **NIL SALARIED ACADEMICS – PROCESS FOR APPOINTMENT**
3. **STANDARD Letter of Offer for Nil Salaried Appointees**
4. **Personal Information Form**

**1.0 NIL SALARIED VISITING ACADEMICS**

**OVERVIEW**

This document specifically outlines the process for appointment and the University procedure regarding nil-salaried appointments of the identified categories of academics. This policy applies to those who will be appointed to the University however who are not receiving a salary. For example, this may include the categories of Guest Lecturers, Visiting Professors, Visiting Scholars, and Professor Emeriti. In situations where the visitor will be receiving some form of remuneration/stipend from the University, the appointment should be processed through Human Resources as is the case with other contractually limited employment relationships.

When the visiting academics are foreign, there is a need to provide a letter of invitation (see Section 3) from the hosting institution in order for the foreign academic to receive the appropriate CIC clearance. Standardized letters of appointment for visiting foreign academics will meet this need. In addition, standardized letters also provide the University with an ideal opportunity to establish an accessible and centralized record and to ensure consistency of process and application across the institution.

1. Central access to information regarding status of visiting academics
2. Occupational Health Issues
	* medical clearance/screening
3. Environmental Health and Safety Issues
* Equipment training
* WHMIS, laboratory safety training if applicable
1. Benefit coverage
* UHIP ?
* Or proof of coverage from home institution
1. Access to University Facilities
* CCS – email and internet access
* Library card (eligibility confirmed through the HR “data feeder”)
* Athletic facility
* Hospitality Services (including the University Club)
1. Liability Issues
* injury to themselves
* injury to others
* adherence or abidance of University Policy while at the University

**2.0 NIL SALARIED VISITING ACADEMICS**

**PROCESS FOR APPOINTMENT**:

1. Faculty member identifies or makes tentative arrangements with visiting academic. The hosting faculty member (or hosting department) is responsible for making the visitor’s accommodation arrangements and any other required arrangements (e.g. office space, translators).
2. Department issues the template letter for a “nil-salaried” visiting academic and also provides the personal information sheet to the visitor
3. Visitor returns signed letter and personal information sheet to hosting department
4. Hosting department immediately provides documentation for appointment of ‘nil-salaried’ visitor to HR (Service Assistant). The Visitor is appointed as per the existing classifications (e.g. “G”, “C”, or “D” class) – but with “nil-salary appointment” indicated.
5. Once the Visitor’s date of arrival is known, the hosting Department books an appointment for the visitor to attend a meeting on their arrival (and before commencing ‘work’ with the department) with Occupational Health and Wellness.
6. Upon receipt of the appointment information HR, HR assigns a ‘nil-salaried’ visitor number. {i.e. a temporary identification number – with particular major and minor codes – so as to be identifiable).
7. Using the letter of appointment issued by the University, the Visitor gains proper clearances to enter Canada (with assistance available from the hosting department and the Office of Faculty and Academic Staff Relations, if necessary).
8. Visitor arrives on campus and promptly reports to the 5th floor of the UC (Human Resources) regarding documentation for the issuance of the ID card and issues related to benefit coverage (i.e. demonstrated UHIP coverage or suitable coverage from their home institution).
9. Visitor then goes to the 3rd floor (Registrarial Services) and is issued a VISITOR’S ID card.
10. Visitor then attends a pre-booked appointment with Occupational Health, for screening.
11. Visitor may also be required to meet with Environmental Health and Safety – which will be flagged in the meeting with Occupational Health and Wellness.

***3.0 Letter of Offer for Nil Salaried Appointees***

*(day/month/year)*

*(name)*

*(address)*

Dear *(name)*:

I am pleased to confirm the offer of an appointment to the University of Guelph as *(a Visiting Research Associate, Visiting Professor (Visiting Assistant Professor, Visiting Associate Professor)* in the *Department, Faculty or School*. Your appointment will be for the period beginning on *day/month/year* and ending on *day/month/year*.

Your appointment is governed by the by-laws, rules, regulations, policies, procedures and practices of the University of Guelph in effect from time to time, including those relating to research. Information regarding all of the preceding is available at http://www.uoguelph.ca/policies/.

As discussed, as a (*Visiting Research Associate, Visiting Professor (Visiting Assistant Professor, Visiting Associate Professor)* you will be expected to participate in the academic enterprise of the University by *insert brief description of duties, e.g. contribute to and share in the research activities of the Department, present a seminar to graduate students in the department, etc. This/These* and any other activities arising from your appointment will be under the direction of *name of person, title*, as required.

While you will not receive employment income from the University of Guelph, this appointment entitles you access to the University of Guelph libraries and computer network. As well, you are also entitled to purchase a staff membership in the athletic facilities and the University Club. This appointment will not qualify you for remuneration or participation in University of Guelph Group benefit plans aside of the University Health Insurance Plan (UHIP). The UHIP plan is compulsory for all visitors that do not have provincial health insurance coverage. Details regarding the plan and your required premium payment can be found at, [www.uhip.ca](http://www.uhip.ca) and at [www.uoguelph.ca/hr/staff-faculty/benefits/uhip](file:///C%3A%5CAppData%5CLocal%5CUsers%5Ckzago%5CAppData%5CLocal%5CTemp%5Cwww.uoguelph.ca%5Chr%5Cstaff-faculty%5Cbenefits%5Cuhip) . Exemptions from coverage are only possible with Sun Life’s approval. To arrange for coverage or if you have any questions please contact Karen DeVries in Human Resources at 519-824-4120 extension 53117 or by email at kdevries@uoguelph.ca.

The terms and conditions stated in this letter constitute the only obligations to be undertaken by the University in respect of this appointment.

If you are willing to accept this appointment, please do the following:

* Sign one copy of this letter. Retain the other copy for your files.
* Complete the enclosed Appointment Personal Information form.
* Return the signed copy of this letter and the Appointment Personal Information form by *day/month/year* to: *Name, address.*

If you have any further questions or require additional assistance, please do not hesitate to contact *name, title, unit*, telephone *phone number including area code*, email *email address*.

We are glad you are considering this opportunity and look forward to your participation in the University community. I extend to you a very warm welcome.

Sincerely,

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*Name*

Department Chair

Enclosures:

Letter of Offer (additional copy)

Appointment Personal Information form.

I accept this offer of appointment dated *date of letter* on terms and conditions specified in this letter. I understand that the terms and conditions of my appointment as stated in this letter are the only obligations of the University of Guelph to me with respect to this appointment.

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Signature Date

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**Personal Information Form – Visiting Academic**

**(new appointees only)**

**Web Site: http://www.uoguelph.ca/ADDRESS**

**To be completed by the department:**

**Department name: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*For appointees to visiting academic positions who are not currently appointed or employed at the University of Guelph.*

Welcome to the University of Guelph!

In order to initiate your appointment, we need the following information. Please complete and return this form, together with a **signed copy of the Letter of Offer**, to:

*Department enter this information:*

Name:

Address: *Room # and Building*

 *Department*

 University of Guelph

 N1G 2W1

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name normally used (nickname): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle Name(s): ­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender:  Female  Male Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address:

Number and Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Apt: \_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

City and Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Home Phone Number: ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address (if different from local address):

Number and Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Apt: \_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_

City and Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: ­­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This personal information will be used to maintain a record of all University employees and students appointed through the University Human Resources Information System and other systems. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection, contact the Secretary of Senate.*