



THE UNIVERSITY OF WINNIPEG

Office of the Dean

Faculty of Arts

Senior Scholar Policy and Procedures (Revised, January 2011)

1) Preamble

- Faculty members who wish to continue an active program of research and/or scholarship during their retirement may apply for Senior Scholar status. This status is a privilege which will be granted if resources permit and on the basis of academic merit.

2) Application Procedure

- Faculty members who have retired or have indicated their intention to retire may apply for Senior Scholar status, in writing to their Department Chair. Applicants must have retired by the commencement date of their appointment as Senior Scholars.
- The application should include a cover letter, a *curriculum vitae*, a brief description of the proposed research and/or scholarship, and any other supporting documentation the applicant wishes to submit.
- The DPC shall forward the application along with its recommendation to the appropriate Dean.
- The Dean shall review the applications and consult with the Vice-President (Academic) prior to informing the applicants of his/her decision in writing with a copy to the Office of the Vice-President (Academic).
- Senior Scholar status is effective September 1 for three years (renewable).
- Senior Scholars wishing to renew their status should follow the application procedure as above, during the final year of their appointment as Senior Scholar.

3) Responsibilities of Senior Scholars

- Senior Scholars are expected to continue research programs to endeavour to make the results of their work accessible to academics and/or the general public through publications, lectures or other appropriate means.
- Senior Scholars are expected to secure research funding for their continued scholarship from external sources. However, Senior Scholars are eligible to apply for internal funding from Research Services, depending upon the availability of funds.

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- Senior Scholars shall, in their published work(s), indicate their affiliation with the University of Winnipeg and any assistance of colleagues and/or students.
- Senior Scholars, like Faculty Members, are required to respect University policies and procedures. Research projects must undergo ethics vetting, where applicable, in accordance with normal procedures.

4) Privileges of Senior Scholars

- A maximum of \$200 per year will be made available through the departmental budget for research-related printing, copying, and telephone expenses.
- Senior Scholars will be provided with an email account and a mail slot in the departmental office and will be entitled to secretarial services from the Departmental Assistant on a non-priority basis.
- Senior Scholars will be normally assigned shared office space, provided that office space is available after full time faculty members, sessionals, and contract faculty have been accommodated.
- In consultation with the Dean of the Library, appropriate Library privileges and services will be granted to Senior Scholars.

5) Loss of Senior Scholar Status

- Any or all privileges associated with the Senior Scholar status may be suspended by the appropriate Dean in consultation with the Vice-President (Academic) as a result of violations of University policies and procedures.