

Short Term Visiting Faculty/Consultant/Facilitator/Reviewer Hiring Approval Form



This form is used to authorize the hiring of visiting faculty/consultant for short time (less than four months). It should be completed by Head of Department, approved by the Dean or Director. The invitation letter including assignment(s), required visiting period, agenda, itinerary, and honorarium should be sent to candidate from the Dean's Office.

Please check the appropriate box

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Visiting Academic | <input type="checkbox"/> Facilitator | <input type="checkbox"/> Others (Please Specify) |
| <input type="checkbox"/> Visiting Consultant | <input type="checkbox"/> Reviewer | |

I. Detail

COLLEGE/UNIT					
DEPARTMENT/PROGRAM/UNIT					
VISITOR'S NAME					
CONTACT INFORMATION/ADDRESS					
TEL:		EMAIL:			
Bank Name		ACCOUNT NO.		SWIFT NO.	
Starting Date		END DATE		TOTAL NUMBER OF VISIT DAYS/WEEKS	
ACADEMIC RANK					

II. Purpose for Visit; please check the appropriate box from the list below. Departments are required to provide relevant documents that support their request:

- Guest Lecturing (copy of terminal degree must be attached)
- Thesis External Co-Supervisor (copy of terminal degree must be attached)
- Thesis External Examiner (PhD Thesis Only) (copy of terminal degree must be attached)
- Course/Program/Unit Review (agenda and itinerary must be attached)
- Workshop Facilitator (program and schedule must be attached)
- Consultancy (agenda and itinerary must be attached)
- Conference Participation
- Conference Panel Speaker/
- Presenting college/department seminar

III. Rationale for hiring short term Visiting Faculty/Consultant/Facilitator – please list below the needs and expected outcome as well as relation to unit strategic plan and KPIs.

<p><i>Rational:</i></p> <ol style="list-style-type: none"> 1. 2. 3. 4.
<p><i>Expected Outcomes and Impact on Unit and its Strategic Plan:</i></p> <ol style="list-style-type: none"> 1. 2. 3. 4.

IV. Financial Support Required: Please check appropriate box(s) below:

<input type="checkbox"/> Honorarium: QR per day	Total Required Honorarium: QR
<input type="checkbox"/> Return Flight Ticket	<input type="checkbox"/> Economy Class <input type="checkbox"/> Business Class

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City of Departure:		
<input type="checkbox"/> Accommodation	<input type="checkbox"/> Hotel	<input type="checkbox"/> University Guest Housing (More than two weeks short term visitors will be housed in University Guest Housing)
<input type="checkbox"/> Transportation	<input type="checkbox"/> Entry Visa	<input type="checkbox"/> Others (Please Specify)
<i>The incurred cost will be deducted from the budget of</i>		

V. Authorization

Name and Signature of Head of Department/Program Director/Unit Director	Date:
Name and Signature of Dean / Director/Line Manager	Date:

CC

- *VPCAO for Academic Affairs*
- *Director of Human Resources*
- *Director of External Relation Department*
- *Director of Finance*

The following documents should be attached to the form

- *Current CV*
- *Copy of Candidate's Credential (terminal degree) Only if assignment is related to teaching*
- *Copy of the visitor's passport*
- *Copy of the invitation letter signed by the Dean of the College/Unit Director*
- *Copy of the agenda, itinerary and program (in cases of workshop facilitation and course/program review)*
- *Copy of required consultancy (in cases of academic consultations)*

Approval Processes:

- Head of Department/Unit Director send request to his direct line manger detailing the needs, assignments, required visiting period, agenda, itinerary, and honorarium together with filled and signed Short Term Visiting Faculty/Consultant/Facilitator Hiring Approval Form to Dean including together with the following:
- Copy of short term visiting faculty qualification and credentials (only if he/she to be involve in teaching)
- Copy of Current CV of the visitor
- Dean/direct line manager review request taking into consideration outcomes, impact, relation to unit and college KPIs and funding availability
- In case of approval the Dean/Director/Direct line manager will send the candidate invitation letter detailing the required assignment(s), expectations, period needed and honorarium as well as any relevant information
- Honorarium is compensated based on university policy and take into consideration visitor's academic and standing, academic rank, experience, type of assignment and the period of assignment)
- VPCAO office should be copied on all communications to HR
- Copy of all documentations (invitation letter, cv, candidate passport copy, agenda, department request, itinerary and approved form) should be sent to the VPCAO and Human Resources