

V200 Foreign visiting instructors and instructor exchange

1. It is Bifröst University's policy to have foreign visiting instructors teaching regularly at the University.

Likewise, the University encourages its own instructors to engage in teaching as visiting instructors at Bifröst University's partner schools abroad, as possible.

2. All academic employees at the University may show initiative in inviting foreign instructors to teach at the University, given the approval of the Vice-Rector. The Vice-Rector is responsible for drawing up an agreement on the arrangement of the teaching, the duration of the visiting instructor's stay and remuneration. The International Coordinator takes care of the reception of the visiting instructor and organises his/her stay on campus in consultation with Academic Services. The head of department organises the visiting instructor's work during his/her stay at Bifröst in consultation with the respective instructor and Academic Services.

Visiting instructors have identical duties to students as permanently contracted instructors. Foreign visiting instructors enjoy the same services as permanently contracted instructors at the University during their stay at Bifröst.

References

F30 – Bifröst University Mission Statement

F80 – New Employee Checklist

F81 – Checklist for New Part-Time Instructors