

PROCEDURE: 200.39.01

SECTION: Finance	
TOPIC: Visiting Artist	
EFFECTIVE DATE: December 19, 2017	REPLACES: NEW
LATEST APPROVAL DATE: December 19, 2017	
NEXT REVIEW: December 2020	OWNER: Vice President Administration
APPROVING AUTHORITY: Original signed by President + CEO	

PURPOSE:

This Procedure defines the management of the Alberta College of Art + Design's (**ACAD**) Visiting Artist ("**VA**") program and establishes the related principles and processes to be followed when engaging a VA.

This procedure applies to the contracting of and payment to any VA, engaged or invited by ACAD to demonstrate and/or relay their methods, techniques, research or practice, as it relates to curriculum and/or community engagement objectives.

This procedure does not apply to Guest/Expert Speakers, as defined in the Honorarium Procedure: 200.38.

PRINCIPLES:

1. VAs are an integral component of the ACAD credit and non-credit program offerings.
2. VAs are engaged to complement curriculum and other programming through demonstration of their professional practice.
3. VAs are invited on campus for a short-term duration to a maximum of one academic semester.
4. The VA is an independent contractor of ACAD who may be compensated for the provision of their services. The VA is not an employee of ACAD.

5. No VA shall be engaged to render any services to ACAD prior to:
 - a. the approval of the VA Information/Payment Form;
 - b. an approved and executed VA Services Agreement (“**Agreement**”) is submitted to Finance;
 - c. an executed Notice of Risk form is submitted to the Compliance Coordinator; and
 - d. the VA’s completion of all required training.
6. VAs are insured pursuant to ACAD’s general liability insurance policy, on the condition that all required documentation has been completed, approved and submitted in a timely manner and in accordance with this procedure.
7. VAs are responsible for providing receipts as proof of airfare, hotel accommodation and transfer expenses (including taxis, parking, transit, etc.). If applicable, meals will be reimbursed in the form of per diem as per Procedure 200.05.: Travel Expense Claim.
8. All VAs are subject to applicable ACAD policies and procedures during the term of their Agreement.
9. All VAs shall receive training in standard operating practices relating to the classroom(s), studio(s), workshops and any speciality tools and equipment they may have access to during the term of their Agreement.

DEFINITIONS:

ACAD Host means the ACAD employee who invites a VA by completing and submitting a VA Information/Payment form to the VA Coordinator.

Authorized Representative means a Chair, Director or Manager of ACAD, as defined in Procedure 200.03.: Delegation of Signing Authority for VA Agreements

CRA means the Canada Revenue Agency.

Mandatory Documentation (or Documents) refers to documentation and information that must be submitted with the VA Information/Payment form, as indicated on the form.

Artist Statement of Intent is a one to two page document that describes the services the VA will offer as a part of the Agreement. This statement must include: a general overview of the activities to take place, an explanation as to how this activity/service is relevant to ACAD’s curriculum and/or mandate, and the artist objectives to be achieved through the agreement term.

Visiting Artist (VA) means an artist, industry, or educational professional who has made significant contributions to his or her field or discipline and who is engaged on a part-time or full-time basis primarily in artistic practice, teaching and/or research who is invited to demonstrate and relay their methods of practice. Engaged through the VA Agreement and this procedure, students and/or the public are exposed to a range of artistic approaches. The definition of a VA includes an Artist in Residence who is selected and invited to use ACAD’s resources and infrastructure to practice, display, research, etc. their work over a specified

length of time away from their usual environment and obligations.

VA Coordinator is the employee designated as administrator for the department using this procedure.

PROCEDURE:

1. The ACAD Host must submit a completed VA Information/Payment form to the VA Coordinator for processing.
2. The VA Information/Payment Form must include a complete description of service, listing all rooms, studios, workshops, and any tools and/or speciality equipment that may be utilized by the VA during the agreement term.
3. The VA Information/Payment form must list exact service fees and estimate expenses, if applicable.
4. Completed VA Information/Payment forms are subject to approval by the School Chair, if applicable, and the Authorized Representative of the department using this procedure.
5. Approved VA Information/Payment forms, including all Mandatory Documents, and any optional documents, shall be submitted to the VA Coordinator for processing at least 2 weeks prior to the VAs start date. The VA Coordinator will then draft the Agreement for the Authorized Representative.
6. The VA must execute and submit an Agreement and Notice of Risk Form, to the VA Coordinator in advance of the start date. Under no circumstances shall a VA commence to provide their services without a fully executed Contract.
7. Prior to the start date, the VA is responsible for reviewing all applicable ACAD Studio Manuals and procedures, as may be amended from time to time, which all ACAD community members, including VAs, are subject to, including but not limited to:
 - Procedure 200.29.: Information Technology – Acceptable Use Procedure and Agreement
 - Procedure 700.11.: Code of Conduct
 - Procedure 400.20.: Conflict of Interest
 - Procedure 400.02.: Respectful Workplace
8. Prior to the start of activity, the VA must complete all required training.
9. Where a VA will require unsupervised access to ACAD during the term of the Agreement, the ACAD Host will complete a Notice of Risk, and related training process with the VA, and collect the VA's signature. Once executed, the Notice of Risk form is to be submitted with the executed VA Contract.
10. The ACAD Host must facilitate facility access requirements with ACAD Campus Security before the VA activity begins.
11. On the start date, the VA will participate in standard operating practice training conducted by the responsible individual, as specified in the VA Information/Payment form.

12. An executed cheque requisition form must be submitted to Accounts Payable to initiate any payment under a VA Agreement.

ROLES AND RESPONSIBILITIES:

Visiting Artist: Must provide ACAD with current contact information and CV, Artist Statement of Intent, and any other information required to execute the Agreement. It is the VA's sole responsibility to complete a Canada Revenue Agency Regulation 105 Waiver, if required.

ACAD Host: Coordinates the date and time of visit with the VA and completes the VA Information/Payment form, including ACAD Host and Visiting Artist Information; Length of Service; Description of Service; Supporting Documentation and Confirmation sections. Then, submits the VA Information/Payment form to the appropriate Authorized Representative for approval in advance of the start date.

Authorized Representative: Reviews VA Information/Payment form, ensuring it is complete and all mandatory documents attached. Assesses the VA CV, Description of Service and Artist Statement of Intent, confirming the proposed service is relevant to curriculum and the VA qualifications/experience will mitigate the risks associated with proposed activities. Completes the Authorized Representative section (gray box) of VA Information/Payment form, allocating departmental budget for the visit and assigning all applicable training and tour responsibilities. The Authorized Representative approves the completed Information/Payment form with their signature and is responsible for submitting the form to the VA Coordinator for processing.

VA Coordinator: Prepares the VA Agreement with information provided in the completed Information/Payment form. Collects the VA signature on the Agreement and relevant attachments (i.e. Notice of Risk, IT User Agreement, etc.); then escalates the executed contract and forms to the appropriate Authorized Representative for final signature. Then, submits the completed paperwork to Accounts Payable and appropriate departments, as applicable. Provides copies of applicable procedures and studio manuals to the VA prior to the start date of the agreement term. The VA Coordinator is responsible for coordinating all training required to be completed by the VA prior to the start date.

REFERENCE:

- Visiting Artist Information/Payment form
- Visiting Artist Services Agreement template
- Notice of Risk Form template
- Studio Manuals/Studio Safe Operating Practices
- Hazard Assessment Process
- Procedure 200.03.: Delegation of Signing Authority
- Procedure 200.05.: Travel Expense Claim
- Procedure 200.29.: Information Technology – Acceptable Use Procedure and Agreement
- Procedure 700.11.: Code of Conduct
- Procedure 400.20.: Conflict of Interest
- Procedure 400.02.: Respectful Workplace
- Procedure 200.38.: Honorarium Payments



- Procedure 200.33.: Contracting Procedure
- Procedure 200.37.: Risk Management