

VISITING AND HONORARY ACADEMIC APPOINTMENTS PROCEDURE

1. Introduction

Visiting and Honorary appointments will be used where there are on-going collaborations between the University and individuals employed by another HEI, a research environment or within industry. This procedure defines the range of circumstances where Visiting or Honorary appointments are formally recognised and approved by the University. The procedure sets out the process to be used by Schools when seeking to make such appointments.

2. Scope

The Policy relates to the following Visiting and Honorary appointments:

Visiting	Honorary
Professor	Professor
Senior Research Fellow	Senior Research Fellow
Research Fellow	Research Fellow
Senior Lecturer	Senior Lecturer
Lecturer	Lecturer
Researcher	

3. Procedure Statement

This procedure will ensure that the practice across the University for each of the above appointments is formalised, fair, consistent and transparent to all concerned.

Visiting and Honorary appointments will only be approved where the nominee's experience and reputation in the relevant field merits such recognition and where the University and its students will benefit from the association.

Those individuals appointed to Visiting or Honorary status will not be employees of the University. The Department of People & Organisational Development will maintain accurate and up-to-date information on such appointments for identification, insurance and records purposes.

It will be the responsibility of the School to which the appointment is attached to ensure that any accommodation and/or resource requirements are reasonable and within the School's budgetary resources.

4. Visiting and Honorary Titles

Nominees for visiting appointments will normally be expected to come from an HE institution or a research environment and will hold comparable status at their home HEI/research environment.

Title	Criteria
Visiting Professor	The nominee will come from a higher education or research environment, is deemed to be of professorial standing, will hold a position of comparable status in their home institution and will be a PhD.

Visiting Senior Research Fellow / Research Fellow	The nominee will be research active in higher education or in a research environment and will be a PhD.
Visiting Senior Lecturer / Lecturer	The nominee will be from a higher education or research environment with an emphasis on teaching. The nominee will be, or is studying towards, a PhD.
Visiting Researcher (such as Research Assistant)	The nominee will be research active in higher education or in a research environment and will be, or is studying towards, a PhD.

Nominees for Honorary appointments will normally come from industry, business or commerce in accordance with identified areas of growth or need within the University. Honorary status may also be applied to academic staff retiring from the University and who have formal approval to continue collaborative research with their School for a specific and limited period of time.

Title	Criteria
Honorary Professor	The nominee will come from industry, business, public sector or commerce where they hold a senior position and where their practical experience will be of benefit to the students.
Honorary Senior Research Fellow / Research Fellow	The nominee will come from a research environment, they will be research active and will be a PhD.
Honorary Senior Lecturer / Lecturer	The nominee will come from industry, business, public sector or commerce and their practical experience will be of benefit to the students. The nominee's focus will be on teaching and they may be, or be studying towards, a PhD.

5. Remuneration

Remuneration is not made to those holding Visiting or Honorary appointments.

Under the Regulations of the UKVI (UK Visas and Immigration), visitors to the UK are not permitted to undertake paid work. Visiting and Honorary appointees will need to satisfy the UKVI that they have sufficient funds to support and accommodate themselves without undertaking work or recourse to public funds.

6. International Visitors

In accordance with the Regulations of the UKVI, Academic and Research visiting appointments will require a UK Visit (standard) Visa. Details of requirements and how to apply can be found at <https://www.gov.uk/apply-uk-visa>

7. Confidentiality

Visiting and Honorary appointees will maintain the confidentiality of information which they gain throughout the course of their appointment with the University where appropriate.

8. Intellectual Property Rights

Visiting and Honorary appointees will be subject to the University's Exploitation of Intellectual Property Procedure which is available on the UWS website and on the staff intranet <https://www.uws.ac.uk/media/4391/uws-exploitation-of-intellectual-property-procedure.pdf>

9. Academic Freedom

The University acknowledges and accepts the intellectual and academic freedom of academic staff to think, write, act, speak and teach, in order to be able to contribute to their subject areas and the advancement of knowledge. Academic freedom is defined as 'freedom within the law to question and test received wisdom and to put forward new ideas and controversial and unpopular opinions, without academic staff placing themselves in jeopardy of losing their jobs'. The University commits itself to sustain an environment within which academic freedom can be effectively exercised. Within their institution or discipline, academic staff should be bound by proper regard for their colleagues, for the University's interests, and by the usual rules of professional academic engagement.

10. Equality & Diversity

The University is committed to Equality and Diversity. Visiting and Honorary appointees are expected to familiarise themselves with the relevant University policies, procedures and guidelines relating to equalities and diversity.

Procedure Author – Employee Relations & Performance Adviser	Procedure Owner – Director of People and Organisational Development
Parent Policy Statement - People and Organisational Development	Public Access or Staff Only Access – Public
Version 4 – Approved June 2018	Changes and Reason for Changes – POD Policy Review

Appendix 1

Application Process for Visiting or Honorary Status

In September of each year the Deans of School will be invited to submit nominations for Visiting and Honorary appointments within their School.

Nominations, together with the relevant documentation, should be submitted to the Dean of School's office/ School Executive Manager and the undernoted approvals process should be followed. The Nomination Forms are set out at Appendices 2, 3 and 4.

Visiting and Honorary Professor

The relevant School Executive Group will consider nominations for Visiting and Honorary Professors, taking account of the following:

- The nominee's experience, publications and national/international reputation;
- The contribution to be made by the nominee and the potential benefits to the University and its students;
- How the nominee will contribute to the advancement of the University's Corporate Strategy;
- Details of the research to be undertaken and potential for PhD supervision;
- Reference reports from 3 individuals, identified by the School, who are able to confirm the suitability of the nominee.
- Period of appointment (normally up to a period of seven years which may be renewable)

Once the School Executive Group has given its support for Visiting and Honorary Professors, the application(s) and associated paperwork should be submitted to the Vice Principal & Pro-Vice Chancellor (Academic) for Committee approval.

Visiting and Honorary Senior Research Fellow / Research Fellow

The relevant School Executive Group will consider nominations for Visiting and Honorary Senior Research Fellows and Research Fellows, taking account of the following:

- The nominee's experience, publications and national/international reputation;
- The contribution to be made by the nominee and the potential benefits to the University and its students;
- How the nominee will contribute to the advancement of the University's Corporate Strategy;
- Details of the research to be undertaken and potential for PhD supervision;
- Reference reports from 3 individuals, identified by the School, who are able to confirm the suitability of the nominee.
- Period of appointment (normally not less than one academic trimester and for a maximum of three years)

Once the School Executive Group has given its support for Visiting and Honorary Senior Research Fellows / Research Fellows, the application(s) and associated paperwork should be submitted to the Vice Principal & Pro-Vice Chancellor (Academic) for Committee approval.

Visiting and Honorary Senior Lecturer / Lecturer

The relevant School Executive Group will consider nominations for Visiting and Honorary Senior Lecturers / Lecturers, taking account of the following:

- The nominee's experience, publications and national/international reputation;
- The contribution to be made by the nominee and the potential benefits to the University and its students;
- How the nominee will contribute to the advancement of the University's Corporate Strategy;
- Details of the teaching / lectures to be undertaken and the frequency of same;
- Potential for PhD supervision;
- Reference reports from 3 individuals who are able to confirm the suitability of the nominee.
- Period of appointment (normally not less than one academic trimester and for a maximum of three years)

Formal approval will be agreed by the School Executive Group.

Visiting Researcher

The relevant School Executive Group will consider nominations for Visiting Researchers, taking account of the following:

- The nominee's experience, publications and national/international reputation;
- The research activity to be undertaken;
- The contribution to be made by the nominee and the potential benefits to the University and its students;
- How the nominee will contribute to the advancement of the University's Corporate Strategy;
- Reference reports from 3 individuals, identified by the School, who are able to confirm the suitability of the nominee.
- Period of appointment (normally not less than one academic trimester and for a maximum of three years)

Formal approval will be agreed by the School Executive Group.

Appendix 2

Nomination Form for Visiting and Honorary Professorial and Research Fellow Appointments

The Nomination Form should be submitted along with a statement of support from the nominee and an up-to-date CV.

Section 1: Applicant Details	
Name of Applicant/Nominee	
Contact Address of Applicant/ Nominee	
Email address of Applicant/ Nominee	
Current Employer and Current Position	

Section 2: Appointment Details		
School to which Applicant/ Nominee will be assigned		
Name and Position of Nominator		
Title Sought (please select relevant title)	Visiting Professor Visiting Senior Research Fellow Visiting Research Fellow	Honorary Professor Honorary Senior Research Fellow Honorary Research Fellow
Period of Appointment	From:	To:

Section 3: Purpose of Appointment	
Outline the contribution to be made by the nominee and how the appointment will benefit the University and its students.	
How will the appointment assist the advancement of the Corporate Strategy?	
What activities will the visiting/honorary appointee undertake?	

Will the visiting/honorary appointee undertake their own independent research?	
Is the visiting/honorary appointment related to a Research Project? If so, please provide details of the Project.	
What are the expected outcomes of the visiting/honorary appointment	
Will the appointee be responsible for PhD supervision	

Section 4: Intellectual Property Rights and Confidentiality

Do we want the nominee to sign a confidentiality / IPR agreement?

Section 5: Document Attachment Checklist

CV and Statement of Support

Verified Evidence of Eligibility to Work

IPR/Confidentiality Agreement

Section 6: Approval on behalf of the School Executive Group

It is the responsibility of the Nominator and School Executive Manager to ensure that the applicant/nominee has provided and signed all relevant documentation associated with this nomination form.

By approving this nomination the School is agreeing to the visiting/honorary appointee having access to a University email account, log-in and password.

Signed: _____ Print Name: _____
(on behalf of the School Executive Group)

Date: _____

Please forward this completed/signed nomination form, together with the relevant attachments, to:
Professor Ehsan Mesbahi, Vice Principal & Pro-Vice Chancellor (Academic)

Section 7: Approval by Vice Principal & Pro-Vice Chancellor (Academic)

I approve / do not approve the above nomination.

Signed: _____

Date: _____

Appendix 3

Nomination Form for Visiting and Honorary Senior Lecturer / Lecturer Appointments

The Nomination Form should be submitted along with a statement of support from the nominee and an up-to-date CV.

Section 1: Applicant Details	
Name of Applicant/Nominee	
Contact Address of Applicant/ Nominee	
Email address of Applicant/ Nominee	
Current Employer and Current Position	

Section 2: Appointment Details		
School to which Applicant/ Nominee will be assigned		
Name and Position of Nominator		
Title Sought (please select relevant title)	Visiting Researcher Visiting Senior Lecturer Visiting Lecturer	Honorary Senior Lecturer Honorary Lecturer
Period of Appointment	From:	To:

Section 3: Purpose of Appointment	
Outline the contribution to be made by the nominee and how the appointment will benefit the University and its students.	
How will the appointment assist the advancement of the Corporate Strategy?	
What activities will the visiting/honorary appointee undertake?	
Will the visiting/honorary appointee undertake their own independent research?	

What are the expected outcomes of the visiting/honorary appointment	
Will the appointee be responsible for PhD supervision	

Section 4: Intellectual Property Rights and Confidentiality

Section 5: Document Attachment Checklist

CV and Statement of Support	<input type="checkbox"/>
Verified evidence of Eligibility to Work	<input type="checkbox"/>
IPR/Confidentiality Agreement	<input type="checkbox"/>

Section 6: Approval on behalf of the School Executive Group

It is the responsibility of the Nominator and School Executive Manager to ensure that the applicant/nominee has provided and signed all relevant documentation associated with this nomination form.

By approving this nomination the School is agreeing to the visiting/honorary appointee having access to a University email account, log-in and password.

Signed: _____ Print Name: _____
(on behalf of the School Executive Group)

Date: _____

Please forward this completed/signed nomination form, together with the relevant attachments, to:
Professor Ehsan Mesbahi, Vice Principal & Pro-Vice Chancellor (Academic).

Section 7: Approval by Vice Principal & Pro-Vice Chancellor (Academic)

I approve / do not approve the above nomination.

Signed: _____

Date: _____