

Visiting or Honorary Academic Appointments Procedure

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Procedure Owner – Vice-Principal (People and Student Wellbeing)

Parent Policy Statement – People & Wellbeing

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VISTING OR HONORARY ACADEMIC APPOINTMENTS PROCEDURE

Introduction

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

Note: This procedure does not relate to Emeritus appointments, if you are looking for an Emeritus Professor appointment, please refer to the Emeritus Professor Procedure available [here](#)

Scope of Procedure

The Procedure relates to the following appointments:

Table 1:

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

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.

The appointments in scope 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 one of the above statuses will not be employees of the University. The Department of People & Wellbeing 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/Department to which the appointment is attached to ensure that any accommodation and/or resource requirements are reasonable and within the budgetary constraints.

All appointments are in the gift of the university and can be withdrawn without notice.

Titles

Visiting

This is a voluntary appointment, allowing nominations from other institutions or a research environment and will hold comparable status at their home institution/research environment.

- **Purpose:** Visiting appointments are typically appointed for a specified period to contribute their expertise to a specific academic School, research grouping, or programme within the University.
- **Duration:** Visiting appointments are temporary appointments, normally no more than 6 months, with a clear start and end date. Re-appointment / extension may be made for up to two further periods without reapproval.
- **Affiliation:** Visiting appointments are affiliated with the nominating School / professional services Department during the whole duration, receiving privileges such as access to facilities, existing resources, and academic networks.
- **Responsibilities:** They may be involved in teaching courses, conducting research, co-supervising Postgraduate Research (PGR) students, delivering lectures, or collaborating on academic projects.
- **Recognition:** Visiting appointments are recognised for their active involvement in the academic life of the University during their appointment.
- **Reward:** Any agreement for payment must be included in the application for approval and be included within the School / Departmental budget.

Honorary

This is a voluntary appointment, allowing nominations from other institutions, industry, business or commerce in accordance with identified areas of growth or need within the University.

- **Purpose:** Honorary appointments – (as distinct from honorary graduates) – are made to recognise significant contributions to their field of expertise or to the University community.
- **Duration:** Honorary appointments are made for 3-year periods and subject to a triennial review by the nominating School / Department submitting a statement of support to VCOffice@uws.ac.uk before the current appointment expiry date.
- **Affiliation:** Honorary appointments may or may not have a formal role or responsibilities within the School / Department, and they may or may not be physically present on campus. Their affiliation is symbolic, recognising their achievements and promoting ongoing collaboration or association with the University.
- **Recognition:** Honorary appointments are recognised for their active involvement in the academic life of the University during their appointment.
- **Reward:** There will be no remuneration associated with this role.

Table 2: Core criteria applicable for appointments within the scope of this procedure.

Visiting Title	Eligibility criteria
Visiting Professor	The nominee will come from a higher education or research environment, and will hold a professorial position in their home institution.
Visiting Senior Research Fellow	The nominee will have significant responsibility for research (SRR) in higher education or in a research environment and will hold a PhD degree.
Visiting Research Fellow	The nominee will be research active in higher education or in a research environment and will hold a PhD degree.
Visiting Senior Lecturer	The nominee will be in an equivalent mid-career position in a higher education or research environment and will hold, or is studying towards, a PhD degree.
Visiting Lecturer	The nominee will be in an equivalent early to mid-career position in a higher education or research environment with an emphasis on education. The nominee will hold, or is studying towards, a PhD degree.
Honorary Title	Eligibility criteria
Honorary Professor	The nominee will be from other institutions, industry, business or commerce with sustained significant contributions to their field.
Honorary Senior Research Fellow	The nominee will demonstrate sustained significant contributions to their field appropriate to the level of seniority and may not be an academic, but will have significant responsibility for research (SRR) in higher education or in a research environment and will hold a PhD degree.
Honorary Research Fellow	The nominee will demonstrate sustained significant contributions to their field appropriate to the level of seniority and may not be an academic, but will be research active in higher education or in a research environment and will hold a PhD degree.
Honorary Senior Lecturer	The nominee will demonstrate sustained significant contributions to education appropriate to the level of seniority in an equivalent mid-career position in a higher education or research environment and will hold, or is studying towards, a PhD degree.
Honorary Lecturer	The nominee will demonstrate sustained significant contributions to their field appropriate to the level of seniority in an equivalent early to mid-career position in a higher education or research environment with an

	emphasis on education. The nominee will hold, or is studying towards, a PhD degree.
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International Visitors

In accordance with UK Visas and Immigration (UKVI) Regulations, all 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>.

Under UKVI Regulations, visitors to the UK are not permitted to undertake paid work. All the above appointees will need to satisfy UKVI that they have sufficient funds to support and accommodate themselves without undertaking work or recourse to public funds.

Confidentiality

All the above appointees will maintain the confidentiality of information which they gain throughout the course of their appointment with the University where appropriate.

Intellectual Property Rights

All the above 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/about-uws/policies-procedures-guidance/#research>

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. All the above appointees should thus refer to the [University Academic Freedom Statement](#).

Equality & Diversity

The University is committed to Equality and Diversity. All the above appointees are expected to familiarise themselves with the relevant University policies, procedures and guidelines relating to equality and diversity.

Appendix 1 – Application Process for Visiting & Honorary Appointments

Nominations for Visiting & Honorary appointments (see **Appendix 1.1**), together with the relevant documentation, should be submitted to the Dean or Director and the undernoted approvals process should be followed.

The School Leadership Team / Departments will consider nominations for Visiting and Honorary appointments, taking account of the following:

- The nominee's experience, publications and national/international reputation.
- The contribution to be made by the nominee, benefiting the University and its students;
- How the nominee will contribute to the implementation and advancement of the University's Strategy;
- Details of proposed activities to be undertaken and potential for supervision (e.g. PhD, etc.);
- Period of appointment: three years (Honorary) and six months (Visiting), may be renewed.
- Confirmation of any financial implications.

Once the School Leadership Team has given its support for a Visiting or Honorary appointment, the application(s) and associated paperwork should be submitted to the Vice-Chancellor's Executive for approval. If the nomination is approved, it will be reported to the next meeting of Senate. Applications will be accepted throughout the academic year; however appointments will only be made four times a year in line with meetings of Senate. Completed applications should be sent to VCOffice@uws.ac.uk for consideration.

Appendix 1.1

Nomination for Visiting or Honorary Appointments

The Nomination Form should be submitted with: (1) statement of support from the nominee and (2) up-to-date CV. Incomplete applications will not be considered, all fields in Section 1 and 2 are mandatory.

Section 1: Nominee Details

SECTION 1: Nominee General Information - to be completed by the nominator	
Full Name of Nominee	
Contact Address of Nominee (Home)	
Contact Address of Nominee (business)	
Email address of Nominee (business)	
Email address of Nominee (Personal)	
Current Employer and Current Position	

SECTION 2: Appointment Details - to be completed by the nominator			
School or Department to which Nominee will be assigned			
Nominator (full name)			
Position (e.g. Head of Division)			
Signature			
Date	Click or tap to enter a date.		
Title Sought (please X one box only)	Visting	Honorary	
	<input type="checkbox"/> Professor	<input type="checkbox"/> Professor	
	<input type="checkbox"/> Senior Research Fellow	<input type="checkbox"/> Senior Research Fellow	
	<input type="checkbox"/> Research Fellow	<input type="checkbox"/> Research Fellow	
	<input type="checkbox"/> Senior Lecturer	<input type="checkbox"/> Senior Lecturer	
	<input type="checkbox"/> Lecturer	<input type="checkbox"/> Lecturer	
Period of Appointment from:	Click or tap to enter a date.	To:	Click or tap to enter a date.

SECTION 3: Purpose of Appointment - to be completed by the nominator	
Outline the contribution to be made by the nominee to Learning and Teaching.	
Outline the contribution to be made by the nominee to Research & Innovation.	
How will the appointment align with the University Strategy?	

Please list specific activities the appointee will undertake.	
Is the appointment related to a specific 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 supervision (e.g. PhD, etc.?)	

SECTION 4: Intellectual Property Rights (IPR) and Confidentiality - to be completed by the nominator

Does the nominee need to sign a confidentiality/IPR agreement?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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SECTION 5: Document Attachment Checklist - to be completed by the nominator

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

Please forward the completed/signed nomination form, together with the relevant attachments (section 5) to the Dean or Director for consideration.

SECTION 6: Recommendation on behalf of School / Head of Department - to be completed by the Chair of the School Leadership Team

In proposing this nomination, School / Department is agreeing to the Appointee having access to a University email account, log-in and password.	
School Leadership Team / Department endorses the nomination for submission to VCE	<input type="checkbox"/>
School Leadership Team / Department does not endorse the nomination	<input type="checkbox"/>
Chair of School Leadership Team/ Head of Department (full name)	
Signature	
Date	Click or tap to enter a date.
Consideration and approval by VCE If not approved by VCE	
Senate Reporting (date)	Click or tap to enter a date.