

# Appointment of Visiting Professors, Visiting Research Fellows and Visiting Fellows

## 1 Visiting Professors

- 1.1 The title of Visiting Professor is awarded to a person who has academic or professional standing equivalent to that of a professor and who collaborates in a significant way with University staff on research and/or teaching programmes to produce measurable outcomes. Individuals may be staff from other higher education institutions or universities with appropriate standing in industry, commerce, the public sector, voluntary organisations or other professions. Where the person is an employee of a UK HEI they must already hold the title of professor. The individual shall be entitled to be addressed as “Visiting Professor” unless they hold a professorial position themselves and shall be able to refer to her/himself as “Visiting Professor at the University of Huddersfield”.
- 1.2 Conferment of title will be awarded for an initial maximum period of five years. This can be renewed where collaborative work and outputs continue after this period. The title lapses on termination of collaboration.
- 1.3 The Dean of School should submit the relevant forms and a supporting statement to Sarah Davies, HR Executive Officer at [s.davies@hud.ac.uk](mailto:s.davies@hud.ac.uk) providing the following information:
- sufficient detail about the background of the candidate taking account of the criteria for professorships,
  - the nature and extent of existing collaboration/relationships with the University
  - the nature and extent of future collaborative work
  - timescale for conferment of title (maximum of five years)
  - the names of two independent external assessors (i.e. not employed by the University or an employer)
- Applications will be considered on an annual basis by the Conferment Committee. In exceptional cases, the Vice-Chancellor has discretion to approve the award of title outside the annual process.
- 1.4 It is often not possible to define precisely the nature of collaborative working. If there is a teaching commitment then it should involve a regular course of lectures or postgraduate seminars which provide students with an insight into the subject area derived from the latest scholarship. If it is co-operation in research then the nature and extent of the co-operation needs to be defined together with the particular expertise of the candidate.
- 1.5 The Conferment Committee will consider the proposal on its individual merit and where necessary seek the views of external assessors of appropriate status.
- 1.6 Human Resources will notify the Dean of the Committee’s decisions. If approved the Dean, or nominee, should then contact the candidate to discuss the offer of conferment, details of the collaboration and secure acceptance. Once accepted the Dean should confirm the appointment with Human Resources who will formally notify the individual of the appointment
- 1.7 Human Resources will keep a record of the appointment period and alert the Dean near its termination date.
- 1.8 The title of “Visiting Professor” will lapse on termination of collaboration.

- 1.9 To renew the conferment the Dean should submit to Sarah Davies, HR Executive Officer at [s.davies@hud.ac.uk](mailto:s.davies@hud.ac.uk), an evaluation of work to date and details of future collaborative work. Consideration of requests for extensions will be made at the annual Conferment Committee. If an extension is approved the Dean, or nominee, should then contact the candidate to discuss the offer of conferment, details of the collaboration and secure acceptance. Once accepted, the Dean should confirm the appointment with Human Resources who will formally notify the individual of the period of extension.

## **2. Visiting Research Fellow/Visiting Fellow**

- 2.1 The criteria for these awards are similar to those for Visiting Professor although the standing of the applicant may be less well established.
- 2.2 Conferment of title will be awarded for a maximum period of five years. This can be renewed where collaborative work and outputs continue after this period. The title “Visiting Research Fellow” or “Visiting Fellow” lapses on termination of collaboration.
- 2.3 The Committee will consider requests from the Dean using the above procedures. Notifications should be made using the above procedures.
- 2.4 In exceptional cases, the Vice-Chancellor has discretion to approve the award of title outside the annual process.

## **3. Vice-Chancellor’s Discretionary Approval of request outside of Conferment Committee**

- 3.1 The Dean of School should submit the relevant forms and a supporting statement to Sarah Davies, HR Executive Officer at [s.davies@hud.ac.uk](mailto:s.davies@hud.ac.uk) providing the following information:
- sufficient detail about the background of the candidate taking account of the criteria for professorships,
  - the nature and extent of existing collaboration/relationships with the University
  - the nature and extent of future collaborative work
  - timescale for conferment of title (maximum of five years)
  - the names of two independent external assessors (i.e. not employed by the University or an employer)
- 3.2 Human Resources will forward the completed forms and paperwork for approval and comment to the Deputy Vice-Chancellor and Pro Vice-Chancellors before submitting it to the Vice-Chancellor for final approval.
- 3.3 Notifications should be made using the above procedures.
- 3.4 The Vice-Chancellor, having discussed a proposed appointment with the Deputy Vice-Chancellor and Pro Vice-Chancellors shall have authority to approve an appointment, on his or her discretion.

## **4. Access to University Resources for Visiting Professors and Visiting Fellows**

- 4.1 None of the above positions are employees of the University and therefore are not entitled to receive salary or have access to any terms and conditions of employment (including a car park permit).
- 4.2 The School/Service must ensure that they are provided with adequate resources (office, computer, laboratory/technical support etc). They are entitled to email, SAN and library access. The School should complete the relevant affiliates' application form (available from CLS web site).
- 4.3 Given the nature of the collaborative relationship, the University will either be funding the work directly or in partnership with another organisation or acting as the managing agent for external funding and/or will own or share in the intellectual property rights of any research and/or secure significant benefits from the collaborative arrangements (e.g REF submission, enhanced learning experience for students). In such cases the University agrees to provide professional indemnity insurance since the individual is acting on behalf of or in partnership with the University.

# Request to Appoint Visiting Professor/Visiting Research Fellow/Visiting Fellow through Conferment Committee

School:

Name of Candidate:

<b><u>Contact Details of Candidate:</u></b>	
Address: .....	
.....	
.....	
.....	
.....	
Tel: .....	Email: .....

**Title:** *(please tick)*

Visiting Professor	<input type="checkbox"/>
Visiting Research Fellow	<input type="checkbox"/>
Visiting Fellow	<input type="checkbox"/>

**Nature of the Collaboration:**

**Candidates Suitability to Undertake the Work:**

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**Please give details of two external assessors who can comment on the candidate's ability to undertake the collaboration. They must not be a member of the University or the candidate's employer**

<b>Name</b>	<b>Position</b>	<b>Organisation</b>	<b>Contact Details</b>

***Please attach candidate's CV***

***Proposers Name:*** .....

**Signed:** .....  
(Dean)

**Date:**.....

**Request to Appoint Visiting Professor/Visiting Research Fellow/Visiting Fellow – Exceptional Case outside of Conferment Committee.**

**School:**

**Name of Candidate:**

**Contact Details of Candidate:**

**Address:** .....  
.....  
.....  
.....  
.....

**Tel:** .....                      **Email:** .....

**Title:** *(please tick)*

<b>Visiting Professor</b>	<input type="checkbox"/>
<b>Visiting Research Fellow</b>	<input type="checkbox"/>
<b>Visiting Fellow</b>	<input type="checkbox"/>

**Number of Years title to be awarded for (maximum of 5 years in the first instance):**

**Nature of the Collaboration:**

**Candidates Suitability to Undertake the Work:**

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**Please give details of two external assessors who can comment on the candidate's ability to undertake the collaboration. They must not be a member of the University or the candidate's employer**

<b>Name</b>	<b>Position</b>	<b>Organisation</b>	<b>Contact Details</b>

***Please attach candidate's CV***

**Proposer's name:**.....

**Signed:** .....

(Dean)

**Date:**.....

**Approved by PVC Teaching & Learning**

Y  N

**Signed:** .....

**Date:** .....

Comments:

**Approved by PVC International**

Y  N

**Signed:** .....

**Date:** .....

Comments:

**Approved by PVC Research & Enterprise**

Y  N

**Signed:** .....

**Date:** .....

Comments:



**Approved by Deputy Vice-Chancellor**

Y  N

**Signed:** .....

**Date:** .....

Comments:

**Final Approval by Vice-Chancellor**

Y  N

**Signed:** .....

**Date:** .....

Comments:

**Visiting Professors/Research Fellows  
Annual Report and Renewal Application**

**School:**

**Name:**

**Visiting Title:**

**Title Awarded:**

**Title Expires:**

**Contact Details**

**Current Address:**

**Tel:**

**Email:**

**Details of Progress to Date**

**Would you like this title to be considered for renewal at the next Conferment Committee?**

Yes

No

Not Applicable

**If you answered yes to the previous question, please indicate the length of time that you wish the title to be renewed for:**

1 Year

2 Years

3 Years

4 Years

5 Years

**Details of Any Future Collaboration**

Signed.....

Date.....

Name: .....

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***Please ensure that this form is returned to Sarah Davies, HR Executive Officer in order to be considered at the next Conferment Committee***