

VISITING PROFESSORS AND FELLOWS POLICY

1 INTRODUCTION

Whilst the University expects its employees and staff to comply with this policy, it does not confer contractual rights or form part of any contract of employment and may be amended by the University or replaced at any time following appropriate consultation and negotiation with recognised trade unions. Breach of this policy may be addressed via the University's Disciplinary Policy and Procedure and Code of Conduct.

This policy will be reviewed by the Human Resources department and the Research and Enterprise Committee on a 5-year basis or amended in response to changes in future legislation and/or case law.

2 OWNERSHIP

The Human Resources department and the University's Research and Enterprise Committee jointly owns and manages this policy on behalf of The University of Northampton.

3 ORGANISATIONAL SCOPE

This Visiting Professors and Fellows policy is a corporate policy and applies to all employees (and workers, as applicable) of The University of Northampton including any wholly owned subsidiaries, unless an alternative policy exists, subject to any qualifying conditions.

4 POLICY STATEMENT

- 4.1 The University of Northampton has a reputation for research excellence in designated areas and where research and enterprise activities underpin its entire portfolio, not least with respect to its contribution to the local and regional economy.

- 4.2 To enable this process, the University wishes to appoint individuals of high calibre including Visiting Professors and Fellows to support the development of research, enterprise and learning and teaching within the institution. The strategy of the institution shall be to appoint distinguished academics and professionals of standing drawn from either business, industry, commerce, the public and voluntary sectors, or from higher education, whose work resonates with the academic community at the University.

5 DEFINITIONS

- 5.1 **Visiting Professor** – this title shall be considered for individuals who can demonstrate outstanding academic distinction and/or professional standing. Evidence of an international reputation is expected. Those who have distinguished themselves in business, industry or the public sector should be able to demonstrate leading-edge consultancy activity and influence at a senior level of professional bodies and/or professional attainment.

For those who have made a contribution to an academic discipline, either through research or through pedagogic developments, evidence of a major attainment may include significant refereed journal papers and refereed conference contributions, invited conference presentations, research management, research degree supervision and grants/contracts awarded. Distinguished contributions as reflective practitioners may also be considered where appropriate.

- 5.2 **Visiting Fellow** – this title shall be considered where the individual can demonstrate considerable academic distinction and/or professional standing. Evidence of a national reputation is expected. Those who have distinguished themselves in business, industry or the public sector should be able to demonstrate high quality consultancy activity and some influence of professional bodies and/or professional attainment.

For those who have made a contribution to an academic discipline, either through research or through pedagogic developments, evidence of a substantial attainment may include significant refereed journal papers and refereed conference contributions, invited conference presentations, research management, research degree supervision and grants/contracts awarded. Significant contributions as reflective practitioners may also be considered where appropriate.

6 KEY PRINCIPLES

- 6.1 Visiting Professors and Fellows are seen as part of a vibrant university community acting as experts in their own right and assisting wider institutional policy. Each Visiting Professor and Fellow shall be linked with a group or groups active in research, enterprise or pedagogic development within a Faculty or one of the University's approved research centres/institutes.
- 6.2 The University recognises the importance of diversity, inclusion and equality and will follow its Equality and Inclusion policy and procedure when appointing all Visiting Professors and Fellows.
- 6.3 The institution's strategy for appointing Visiting Professors and Fellows will be administered and overseen by the Research and Enterprise Committee. The Research and Enterprise Committee will be responsible for maintaining a general policy for appointments and overseeing its efficacy.
- 6.4 Each Faculty¹ is expected to establish a plan for the appointment of Visiting Professors and Fellows, which fits with the University's strategic plan. The Research and Enterprise Committee will review each Visiting Professor's/Fellow's plan annually.
- 6.5 The offer of the title of Visiting Professor or Fellow shall be either to individuals of distinguished professional standing drawn from business, commerce, industry or the public sector, or to acclaimed academics who have made an outstanding contribution in their subject area.
- 6.6 University guidelines for the conferment of Professorships should be used as a reference when considering whether an individual's background and achievements are at an appropriate standing for appointment as a Visiting Professors or Fellow.
- 6.7 The acceptance of such a title by an individual shall indicate a commitment both to the University and to the particular Faculty or Institute to which the Professor or Fellow is to be attached.
- 6.8 All Visiting Professors are expected to make a public lecture at the beginning of their appointment and the Dean of Faculty in which the Visiting Professorship is to be based will chair the event
- 6.9 Visiting Professors and Fellows shall normally be appointed for a period of three years. If, following a review at the three year point, the Faculty believes the contribution and performance of the Visiting Professor or Fellow meets the

¹ 'Faculty' should be taken to include approved Institutes

original expectations and objectives agreed and that it would be beneficial to continue the appointment, it can be extended by three year periods, with appropriate reviews at each 3 year juncture. However, there is no obligation on the University to make any such extension.

- 6.10 Unauthorised audio recording of conversations related to any matter relating to this policy is prohibited. Anyone in breach of this may be subject to disciplinary action.

7 PROCEDURE

VPF Nomination Form

- 7.1 The proposal to appoint a Visiting Professor or Fellow (VPF) should be made by the Dean of Faculty (or nominee) using the VPF Nomination Form (see appendix 1).
- 7.2 All nominations should include:
- proposed title – the title must clearly reflect their area of expertise and contribution to the University, e.g. 'Visiting Professor in Applied Robotics'
 - the nature and expectations of the Visiting Professorship/Fellowship, along with an outline of the range of activities in which the person is expected to become involved
 - (All Visiting Professors are expected to make a public lecture at the beginning of their appointment)
 - agreed objectives for the individual - these shall be sufficiently specific to ensure that expectations on both sides are clear
 - a curriculum vitae for the individual (including correspondence address)
 - a statement of 100 - 150 words, summarising the academic and/or professional standing of the individual (this will also be used in any publicity material)
 - details of any financial arrangements relevant to the appointment – these are considered on a case by case basis and will either be:
 - a one-off honorarium
 - reimbursement for expenses accrued in relation to the activities for which the individual is appointed as Visiting Professor/Fellow at the University (expenses are payable at approved University rates and are to be contained within the relevant Faculty's budget)
 - both of the above

- no financial arrangements associated with the appointment.

Approval at Faculty Research and Enterprise Committee

- 7.3 All nominations to appoint a Visiting Professor or Fellow should be submitted using the VPF Nomination Form to the Faculty's Research and Enterprise Committee for their approval.
- 7.4 The Faculty Research and Enterprise Committee will review the submission and consider it against the Faculty's plan as well as the University's strategic objectives.
- 7.5 Once approved at Faculty level, the form must be signed off by the Dean and will then be submitted to the University Research and Enterprise Committee.

Approval at University Research and Enterprise Committee

- 7.6 The proposal will be reviewed by the University Research and Enterprise Committee, and will specifically consider each case against the University's strategic goals and ambitions, giving particular attention to the:
- person's standing in their own field or discipline
 - expected contribution to the University's activities
 - anticipated commitment to the mission and general aims of the University.
- 7.7 The Research and Enterprise Committee will decide whether to support the proposal and forward their recommendation to Senate for their final approval. If they decide not to support a proposal, that decision will be communicated back through the Research and Enterprise Committee at Faculty level.

Approval at Senate

- 7.8 Once a proposal has been approved by Senate, the VPF Nomination form will be sent to the Human Resources department who will issue a letter of appointment to the individual on behalf of the Dean of the Faculty.

Review of Individual Performance and Contribution

- 7.9 Following discussions between the Dean of Faculty and the Visiting Professor/Fellow, the Dean will produce an annual review of outcomes which will be presented to the University Research and Enterprise Committee at its first meeting of each academic year.

7.10 It is the prerogative of the Senate, following a subsequent recommendation by the Research and Enterprise Committee, to withdraw the title of Visiting Professor/Fellow and any associated arrangements for remuneration, if unsatisfactory performance and/or contribution(s) is deemed evident.

Annual Status Review of University Visiting Professors/Fellows

7.11 The Faculty Research and Enterprise Committees, followed by the University Research and Enterprise Committee, will check (in conjunction with the Human Resources Department) and approve the definitive list of Visiting Professors and Fellows annually.

This will normally take place in the first Committee meetings of the academic year.

8 ASSOCIATED DOCUMENTS

Equality and Inclusion policy

9 EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment must accompany this document.

10 VERSION CONTROL

Original Author:	Deputy Registrar and Officer to Research Committee, January 2008. Updated version, Head of Quality and Academic Partnerships and Officer to the Research and Enterprise Committee, October 2013
Date written:	January 2008 Updates: October 2013; April 2016; February 2019
Committee considered by:	Research Committee (9 January 2008) Updated version considered by the Research and Enterprise Committee (REC) (13 November 2013) Minor amendments approved by the Research and Enterprise Committee (REC) (14 April 2016) Minor updates (November 2017) Full review by REC and HR jointly - 24 January 2019
Senate approval:	30 January 2008; 4 December 2013 Approved at Senate on 6 February 2019
Current status:	Approved
Date for review:	February 2022

Appendix 1 - see over page

Research & Enterprise Committee

Visiting Professors and Fellows (VPF) Nomination Form

All sections of this form must be completed in full and accompanied by a CV before it can be considered for approval. **This includes the information on legal entitlement to work in the UK – without legal entitlement, a nomination must not be approved.**

The Faculty/Institute must obtain written approval from the nominee to share their personal data and CV with the relevant committees as part of the approval process.

Section A - to be completed by the proposer	
Full Name of proposed Visiting Professor or Fellow:	
New appointment or extension of existing appointment	Please delete as appropriate: New appointment / Extension of existing appointment (Please note an extension must be approved before the previous tenure expires)
Faculty/Institute:	
The proposer is responsible for checking that the applicant is legally entitled to work in the UK before this form can be submitted for approval. (See notes at end for details)	
(Please note the approved form must be sent to HR for a confirmation letter to be issued to the individual <u>before</u> the start date of the appointment)	
Start date of appointment: (dd/mm/yyyy)	
End date of appointment: (dd/mm/yyyy)	
Nationality of proposed VP/Fellow:	
Their mobile number:	
Their email address:	
Is a signed copy of their passport or other acceptable ID documentation attached?	Yes/No (Forms cannot be submitted for consideration without copies of appropriate ID documents)
Proposed Title: (must reflect area of expertise and contribution to UON but no more than 60 characters (due to system restriction) otherwise an abridged version will be used)	

Nature and expectations of the role: (including an outline of the range and if possible, the frequency, of activities they will be expected to be involved in)			
Name of UON employee this person will be responsible to: (this person will need to approve any expenses submitted by the proposed VP/Fellow)			
Curriculum Vitae (please confirm that this is attached):	Yes/No (Forms cannot be submitted for consideration without an accompanying CV)		
Summary of their academic and/or professional standing (this will also be used in any publicity material) (approximately 100 to 150 words):			
Total duration of appointment:			
Proposed remuneration – please state the amount and when it should be paid in the appropriate box below (e.g. to be paid monthly or at end of appointment)			
Expenses only	Reimbursement only	Reimbursement plus expenses	No remuneration
Rationale for proposed remuneration:			

Important notes

Legal Entitlement to Work in the UK

The person proposing the Visiting Professor/Fellow is responsible for checking that an applicant is legally entitled to work in the UK before they start any work for UON.

1. The person checking, must see the worker's original ID documents
2. They must check the documents are valid with the worker present
3. They must make a copy of the documents, sign and date them to confirm they have seen the originals with the worker present, and attach them to this form.

See link below for a list of suitable documents:

<https://www.gov.uk/government/publications/preventing-illegal-working-code-of-practice-for-employers>

See link below for guidance on making sure that documents are valid:

<https://www.gov.uk/check-job-applicant-right-to-work>

Remuneration

If an individual is not to receive remuneration when they start work for UON but this later changes, approval must be obtained from REC first. Once approval is confirmed, an email should be sent to HR via: hrrecruitment@northampton.ac.uk. **Failure to do so will mean the individual will not be paid.**

Section B - to be overseen by the Officers to REC and Senate	
Signature of Dean of Faculty following approval by the Faculty REC:	
Approved by the REC meeting of:	
Signature of REC Chair:	
Approved by the Senate meeting of:	
Date emailed to HR:	

Approved form to be emailed to the HR team via hrrecruitment@northampton.ac.uk

Once an approved form is received by HR, they will issue a confirmation letter to the individual.

If there are no documents attached to this form which confirm the individual's legal right to work in the UK (as per the guidelines above), the HR team will not be able to issue a confirmation letter and the individual must not start any work for UON.