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| Appointment of Visiting Professors |
| Process |
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Appointment of Visiting Professors

Process

# Scope

The following procedure will be used, with immediate effect, for

* the appointment of new Visiting Professors
* the re-appointment of existing Visiting Professors

# Process

The process will be:

1. In October of each year, HR will submit to Heads of Department/School, and to the Deans a list of Visiting Professors whose contract is due to come to an end.
2. Submissions for appointment/re-appointment to Visiting Professorships will be made to the Director of Human Resources in October each year.
3. If a compelling case arises during the year, or if consideration for a specific re-appointment arises during the year, executive action will be considered by the Vice Principal.
4. Submissions should include a written statement on the appropriate Recommendation form outlining the following information:-
	* the reason for the appointment including the proposed involvement in the relevant Department/School of the Visiting Professor
	* the period of appointment requested (appointments can be made for a maximum of three years)
	* details of any payment to be made to the Visiting Professor (although appointments are normally unpaid), together with an indication of the source of the payment. If a payment is to be made, an Authority to Appoint form must be submitted via Pegasus.
5. In all cases, the submission statement should be signed by the Head of the Department/School and the Dean of the Faculty.
6. In addition, for new appointments, either a curriculum vitae or if more appropriate a detailed profile of the candidate should be submitted with the recommendation.
7. Following consideration of submissions for Visiting Professor by the Vice Principal and the Director of HR, the title of Visiting Fellow may be awarded where this is deemed more appropriate.
8. Deans and Heads of Departments/Schools will be informed of the decision by the Human Resources Department.
9. Letters of appointment to successful candidates will be issued by the Human Resources Department.
10. Contracts will be administered by the Human Resources Department in the same way as other fixed-term contracts and arranged so that they terminate on 31 December in the appropriate year.
11. The end of a Visiting appointment will be marked by a letter of thanks, issued by the Human Resources Department.

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| **RECOMMENDATION FOR APPOINTMENT OF VISITING PROFESSOR** |
| **FACULTY:**       |
| **DEPARTMENT:**       |
| **NAME OF CANDIDATE:**       |
| **CONTACT ADDRESS:**       |
| **E-MAIL ADDRESS:**       |
| **PROPOSED PERIOD OF APPOINTMENT:**      **(Should normally be 1 January to 31 December for 3 years)** |
| **WILL A REGULAR PAYMENT BE MADE?** **Yes** [ ]  **No** [ ] **(If yes please complete and submit an Authority to Appoint Form via Pegasus** |
| **DETAILS OF APPOINTMENT:*****(Please include a description of the scope/area of activities the Visiting professor will be undertaking in this role, the future contribution and impact that the appointee will be expected to make and how the post aligns with Department/Faculty/University strategic objectives/ambitions)***      |
| **Signature of Head of Department:** | **Date:** |
| **Signature of Executive Dean:** | **Date:**  |

Please ensure that all fields are completed and attach a copy of the candidate’s curriculum vitae to the Recommendation Form. Please note that incomplete forms can result in a delay to the appointment.

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|  **VISITING PROFESSOR – RECOMMENDATION FOR EXTENDING APPOINTMENT** |
| **FACULTY:**       |
| **DEPARTMENT:**        |
| **NAME OF CANDIDATE** ***(including title):***      |
| **CONTACT ADDRESS:**       |
| **E-MAIL ADDRESS:**       |
| **DATE OF FIRST APPOINTMENT:**       |
| **DATE OF PROPOSED EXTENSION:** **(normally for a period of 3 years)** |
| **WILL A REGULAR PAYMENT BE MADE?** **Yes** [ ]  **No** [ ] **(If yes please complete and submit an Authority to Appoint Form via Pegasus** |
| **DETAILS OF RE-APPOINTMENT:** ***(Please include a description of the scope/area of activities the Visiting Professor has been undertaking in this role, the contribution and impact the appointee has made and will make and how the post continues to align with Department/Faculty/University strategic objectives/ambitions)***      |
| **Signature of Head of Department:** | **Date:** |
| **Signature of Executive Dean:** | **Date:**  |

Please attach an update to the candidate’s curriculum vitae to cover period since last appointment to the Recommendation Form. Please ensure all fields are completed and note that incomplete forms can result in a delay to the appointment extension.