

Visiting Fellowship Guidelines

1.0 Introduction

- 1.1 The title visiting fellow may be conferred upon visiting academics or professional practitioners in recognition of their standing and the role they will play within the University. The conferment of the title visiting fellow is designed to recognise substantial collaboration and is an appropriate title for academics or professional practitioners who are expected to make a significant contribution to the University.
- 1.2 Applications for a visiting fellowship must demonstrate the value to the University of conferring a title.
- 1.3 A visiting fellowship will allow the titleholder to have access to the University and enable visiting fellows to use the University as an academic address and provide an affiliation when presenting public lectures or taking part in other public events.
- 1.4 Visiting Fellowships are normally awarded by the University for three years and can be renewed for a further term. Short-term requests (defined as periods of less than twelve months) to work with the University from visiting researchers or visiting scholars fall outside the remit of the Visiting Fellowship scheme and should be referred to the Dean of School or Director of Service.
- 1.5 It is possible to award a visiting fellowship to individuals who undertake paid teaching and other duties for the University providing the work or role agreed as part of the fellowship is in addition, and separate from the paid duties. Should this circumstance apply, it is important for prospective visiting fellows to appreciate and accept, without pressure, that work undertaken as part of a fellowship will not be remunerated by the University. A separate contract must be issued for any paid work.

2.0 Activities and Responsibilities

- 2.1 The table below summarises the range of activities which would qualify for a University visiting fellowship. While the University does not expect visiting fellows to undertake all the activities listed below, there is an expectation that visiting fellows will undertake work associated with at least one of the headings shown in the table below:

Research and Advanced Scholarship	<ul style="list-style-type: none"> • Engage in research, professional practice and/or other scholarly activities,
Teaching	<ul style="list-style-type: none"> • Contribute to postgraduate and undergraduate teaching programmes, • Support the development of innovative approaches to the delivery of teaching and the design of the curriculum, • Staff and student mentoring and the supervision of postgraduate students.

Liaison and Networking	<ul style="list-style-type: none"> • Develop and maintain strategic links and partnerships with external organisations
External Income Generation	<ul style="list-style-type: none"> • Help develop proposals to secure research, consultancy and other grants and awards
Public Engagement	<ul style="list-style-type: none"> • Deliver presentations and/or lectures at workshops, seminars and conferences organised by Staffordshire University and other bodies, • Raise public awareness of the University's work and wider national and international profile.

3.0 Application Process

3.1 Applications for the award or renewal of visiting fellowships must be triggered by Schools or Services and need to be endorsed by School/Service Management Teams. Nominations for visiting fellowships must be set out on the form designed for this purpose and include a copy of the Candidate's most recent CV. Applications to renew a visiting fellowship should be set out on the renewal nomination form. Once an application has been approved by a School/Service Management Team, it should be emailed to the Secretary of the Professorial Conferment Committee (PCC), who will arrange for the application to be considered by the full Committee. The purpose of this process is to determine whether or not the application meets the University's requirements for the award of a visiting fellowship. The Committee will be asked to select from one of the following recommendations:

- The application satisfies the University criteria for the award of a visiting fellowship and should be approved,
- The approval of the application should be subject to the following conditions: (conditions listed by Committee)
- The application should be referred back to the nominating School/Service (reason(s) listed by the Committee)

3.2 If the Committee concludes that the application meets the University's requirements for the award or renewal of a visiting fellowship, the Vice Chancellor will write to the applicant confirming that a visiting fellowship had been awarded or renewed. A record of visiting fellows will be maintained by Research Innovation and Impact Services (RIIS).

- 3.3 Applications for visiting professorships will be considered as part of the process described in Appendix 5, Guidelines for University Professorships.

4.0 Legal Status and Management

- 4.1 In order to cover legal liability, fellows will be given visiting status within the University.
- 4.2 The member of executive, Dean of School or Director of Service nominating a candidate for a visiting fellowship will be responsible for managing the titleholder.
- 4.3 Visiting fellows are required to observe University regulations and policies, including those relating to personal conduct.
- 4.4 If a visiting fellow is subsequently contracted to undertake paid work, a separate contract must be issued.
- 4.5 Before a visiting fellowship can be awarded, the right to work status of the proposed titleholder must be confirmed and the appropriate documentation checked. Schools and Service should refer to the Emeritus, Honorary and Visiting Appointments section (paragraph 3.3.4) of the *University's Prevention of Illegal Working Manual* (February 2017).
- 4.6 Non-EEA nationals who require leave to enter the UK in connection with their fellowship must enter the UK via the Tier 2 or Tier 5 routes under the Points Based Immigration Scheme. Fellowship candidates and nominating Faculties and Services should appreciate that immigration rules can be complex and application processes lengthy. It is important, therefore, to allow sufficient time before the proposed start of the fellowship for the Tier 2 or Tier 5 application process.
- 4.7 The University expects visiting fellows to take part in at least one Institution-wide event during the three year tenure of their fellowships.

5.0 Access to University Facilities

- 5.1 Visiting fellows can expect to have access to the University Library, an email account and other IT facilities. In addition, visiting fellows can use the University as an academic address for specified academic purposes. The use of School or Service resources will be at the discretion of the Dean of School or Director of Service.

6.0 Extent of Financial Support

- 6.1 No remuneration is attached to the award of a visiting fellowship. Unless a specific case has been set out in an application form, no additional resources will be provided by the University centrally to support the award of a visiting fellowship.
- 6.2 Any costs incurred as a result of awarding a visiting fellowship will be met by the nominating School or Service.

- 6.3 Schools and Services can reimburse visiting fellows for expenses incurred as a result of their collaboration with the University.
- 6.4 Direct payments to visiting fellows can be made for particular services, such as teaching. Payments must be accompanied by a specific contract: for example a part-time teaching contract.

7.0 Renewal of Visiting Fellowships

- 7.1 Visiting fellowships are not automatically renewed by the University. Deans or Directors who wish to renew a title for a further term should ensure that the appropriate application form is completed and, following approval by SMT, returned to the PCC Secretary. The procedure summarised in paragraph 3.1 will also be followed to scrutinise applications to renew visiting fellowships. The renewal process is designed to allow Schools and Services to describe the achievements associated with a particular visiting fellowship and describe future areas of collaboration.

8.0 Accountability

- 8.1 The Professorial Conferment Committee will receive an annual report listing the visiting fellowships awarded by Staffordshire University during the reporting period.