

Guidelines Governing the Award of Visiting Professorships

1.0 Introduction

Conferment of a visiting professorship demonstrates the esteem in which Staffordshire University regards the individual to whom the title is being conferred. The award of a professorship will be preceded by an assessment to establish that the conferment will enhance the work and reputation of the University.

2.0 Conferment Criteria

Candidates seeking a visiting professorship must be outstanding in at least one of the following criterion:

- **Research & Knowledge Transfer** candidates will have demonstrated a regional, national or international contribution to the furtherance of knowledge or its application to society through scholarship, research, knowledge transfer or creative achievement,
- **Teaching Excellence** candidates will have demonstrated a regional, national or international record and reputation as a teacher, especially through an outstanding or significant contribution to curriculum development including innovation in teaching, learning and assessment method, innovative schemes for encouraging access,
- **Leadership and/ or Professional Citizenship** candidates will have demonstrated sustained leadership at a high level and be able to enhance the University's public reputation as a centre of education, research, enterprise and scholarship at a regional, national or international level. Candidate's may wish to demonstrate evidence of high public esteem and leadership in other areas of specialism outside of academia.

In all cases candidates will need to demonstrate furtherance of the mission of the University by providing evidence of:

- Achievements that are recognised both within the University and externally
- An ability to influence, stimulate and inspire others
- Identify in their application the nature of their collaboration with the University.

3.0 Procedure for Appointment

For the conferment of a visiting professorship to be approved, the following process should be observed:

- Nominations for the conferment of a visiting professorship must be first approved by either a member of Executive or the Senior Management Team of a School or Service.

- Nominations approved by Schools or Services must be referred to the University's Professorial Conferment Committee for consideration.
- As part of its consideration of a nomination, the Professorial Conferment Committee will receive the CV of a candidate and will expect every application to include a short statement explaining the value and benefit to the University of conferring a particular visiting professorship. The Committee can also seek the views of an independent assessor on the case for the award.
- Research Innovation and Impact Services (RIIS) will maintain a record of titles awarded and arrange for Academic Board to be informed of an award.
- Successful candidates will be notified by the Vice Chancellor, and will be offered the opportunity to be associated with a particular School or Service.
- Unsuccessful candidates may request verbal feedback on the outcome of the application.

4.0 Roles of Visiting Professors

It is not expected by the University that individuals who hold a visiting professorship will undertake all the activities described below. Contributions will vary according to the expertise and profile of the individual.

However, there is an expectation that visiting professors will undertake activities associated with a least two of the headings shown below:

- i) Research and Knowledge Transfer – Visiting Professors may:
 - contribute to the research and knowledge transfer activities of the University by collaborating on projects and proposals, co-authoring publications or co-presenting conference papers and mentoring,
 - enhance the research culture by disseminating research findings at public lectures or seminars.
- ii) Teaching Excellence – Visiting Professors may:
 - support and engage in specialist curriculum development and teaching activities within the University including taking part in curriculum validation and review,
 - take part in the supervision and examination of postgraduate students.
- iii) Strategic and Collaborative Links – Visiting Professors may:
 - offer advice and guidance on the development of the University,
 - collaborate with members of the University within a school or service and across schools and services,
 - assist with the promotion of collaborative links with external bodies.
- iv) Representation – Visiting Professors may represent the University at external events.

5.0 Wording of Visiting Professorship Titles

When preparing an application to award a visiting professorship, Schools and Services may wish to propose titles which reflect the nature of the collaboration with the University or draw on the subject area, discipline or area of professional expertise with which the prospective visiting titleholder is associated: for example, Visiting Professor of Enterprise and Entrepreneurship, or Visiting Professor of Innovation and Collaboration. Wording a title in this way can give a stronger sense of the nature of the collaboration with the University.

Schools and services are reminded that the wording of a visiting professorship title must be approved by the University's Professorial Conferment Committee and Staffordshire University visiting professors should not use their titles until the wording has been confirmed by the Committee.

6.0 Resource Issues

Visiting titles do not carry a financial reward. With the approval of a School, teaching and similar activities may be paid at the appropriate payment rate. Collaborative research or consultancy work may be costed to include the time of a visiting professor. In all cases where this occurs a separate contract should be issued.

Visiting Professors can normally expect to use University headed paper, calling cards, the University Library, some data bases, the email system and University, sports and leisure facilities. Access to office accommodation and secretarial assistance will be at the discretion of the School Dean or Director of Service. Visiting Professors may, at the discretion of School Deans and Directors of Service, also be eligible for a reduction in course fees.

Visiting Professors are also eligible to take part in meetings of the University Professoriate hosted by the Vice Chancellor.

Subject to the approval of School Deans and Heads of Service, visiting professors can use the University as an address for correspondence.

7.0 Extending a Visiting Professorship Title

Visiting Professorships will be conferred for three years in the first instance. Titles can be extended beyond three years subject to the approval of the School or Service Senior Management Team and the Professorial Conferment Committee. The renewal of a visiting professorship must be undertaken in exactly the same manner as outlined in Section 3 of the Visiting Professorship Guidelines.

8.0 Legal Status and Management

- 8.1 In order to cover legal liability, fellows will be given visiting status within the University
- 8.2 The member of Executive, Dean of School or Director of Service nominating a candidate for a Visiting Professorship will be responsible for managing the titleholder.
- 8.3 Visiting Professors are required to observe University regulations and policies, including those relating to personal conduct.

- 8.4 If a visiting professor is subsequently contracted to undertake paid work, a separate contract must be issued.
- 8.5 Before a visiting professorship 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).
- 8.6 Non-EEA nationals who require leave to enter the UK in connection with their visiting professorship must enter the UK via the Tier 2 or Tier 5 routes under the Points Based Immigration Scheme. Prospective visiting professors and nominating Schools 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 professorship for the Tier 2 or Tier 5 application process.
- 8.7 The University expects visiting professors to take part in at least one Institution-wide event during the three year tenure of their visiting professorship.