

1. Purpose of Policy

It is recognised that the University will regularly host visiting academics from other higher education institutions. It may be desirable especially for recurrent visitors or visits of long duration, to recognise these individuals with a formal University title. Visiting Academic Staff are individuals whose appointment to the academic staff will enhance the teaching or research profile of a School, Institute or College and contribute to the intellectual life of the University.

The title is recognised as an honour bestowed upon an individual by the University. Visiting appointments benefit both the University and the appointee. Normally there will be no remuneration attached to the appointment.

2. Scope of the Policy

Visiting Appointments

There are four levels of visiting appointment:

- 1) Visiting Professor
- 2) Visiting Associate Professor
- 3) Visiting Senior Lecturer
- 4) Visiting Lecturer

Where considered appropriate, the word "Lecturer" in the above titles may be replaced with "Research Fellow". Visiting academics will hold an academic post at the same level in a comparable higher education institute and have equal or superior levels of training, expertise and experience to those of regular staff performing similar activities.

3. Role of Visiting Appointees

The role of a visiting academic varies from case to case but they may be invited by the School/Institute/College to carry out the following functions:

- (a) Specialists in an advanced field, invited by a school to lead specific programmes and/or teach specialised classes;
- (b) Collaborators in research and teaching, invited and/or sponsored by existing academic staff members with whom they have close working relationships;
- (c) Specialists in a field otherwise not available within the University who may be invited to teach or contribute to the scholarly understanding of the subject area;
- (d) Perform any other appropriate duties as determined by the relevant Head of School/Institute Director

Additionally, Visiting appointees are expected to:

- a) Attend the University at such times as are necessary to meet any commitments associated with the appointment.

- b) Operate with the framework of the University's policy and procedures in their role as a Visiting appointee.

4. Term of Appointment

- a) Visiting appointees will be appointed for a period of up to a maximum of five years.
- b) Normally there will be no remuneration attached to the appointment.
- c) Visiting appointments may be ended by mutual consent or by either party.
- d) In exceptional circumstances the University reserves the right to withdraw the appointment.
- e) Visiting appointees will be expected to maintain the highest ethical standards when representing the University.

5. Privileges attached to a Visiting Appointment

- (a) Visiting appointees will have access to the University's IT resources, library and athletic facilities on the same basis as other staff members, as far as possible.
- (b) For all purposes of courtesy and on ceremonial occasions, visiting staff will be regarded as academic or professional staff members of the relevant academic unit and the University, but shall not be eligible as of right to be members of any Academic Boards.
- (c) When used in any documentation, the title of Visiting Professor, Visiting Associate Professor, Visiting Senior Lecturer or Visiting Lecturer must be used in its entirety so it is clear that the appointment is of a visiting nature, e.g. on business cards, correspondence and publications.
- (d) Visiting appointees may use their association with the University for the purpose of external applications for funding, but such funds must be administered by the University and the use of such funds must be governed by the same regulations as apply to regular research income.

6. Appointment Nomination

Role of the Head of School/Institute Director

Nomination for visiting appointments will be made by a Head of School/ Institute Director and should normally indicate:

- (i) In what way the nominee would contribute to the enhancement of the University's teaching, research and professional activities;
- (ii) The qualities, standing and achievements the nominee possesses that are deemed appropriate for consideration, and those which are considered comparable to those expected at the relevant University level;
- (iii) The category of visiting appointment proposed;
- (iv) A copy of the nominee's Curriculum Vitae;
- (v) Term of appointment recommended (up to a maximum of five years)

The nomination (including a copy of the CV) should be forwarded to the College Principal.

Role of the College Principal

The College Principal should discuss the proposed nomination with the Head of School/Institute Director and if she/he is satisfied that the appointment will benefit the School, Institute and College, she/he will approve the nomination and forward the following documents to UCD HR, Promotions & Grading:

- A letter supporting the nomination
- Copies of the documents prepared by the Head of School/Institute Director as outlined in the Policy under the heading "*Appointment Nomination - Role of the Head of School/Institute Director*".

The UCAATP will consider nominations and agree:

- To recommend appointment or not to recommend appointment
- Recommend level of appointment – Visiting Professor, Visiting Associate Professor, Visiting Senior Lecturer or Visiting Lecturer
- Inform the relevant College Principal and Head of School/Institute Director of its decision in relation to the nomination
- Forward recommendation to the Governing Authority for approval
- Forward recommendation to the Academic Council for noting

7. Appointment Procedure

Following approval of appointment by the Governing Authority, UCD HR will advise the appointee in writing of her/his appointment.

8. Renewal of Appointment

If a Head of School/Institute Director wishes to renew an appointment she/he should, a minimum of three months in advance of the end of the appointment, discuss the matter with the relevant College Principal. If it is agreed to renew the appointment a case should be made to the UCAATP (submitting documentation as outlined in section 6 *Appointment Nomination - Role of the Head of School/Institute Director*" of this policy). The maximum period of extension will be five years.