

## VISITING APPOINTMENT CRITERIA

**Please note:** If your visitor requires entry clearance from the UK Visa and Immigration Service please refer to the Guidelines for International Academic Visitors

Title	Given To	Duties/Expectations	Governance
<p><b>Visiting Professor</b></p>	<p>The award of the title of Visiting Professor is given to someone who is not an employee of the University of Southampton, but has academic (or professional) standing equivalent to that of a professor; and who collaborates in a significant way with university staff on research and/or teaching programmes to produce measurable outcomes.</p> <p>Individuals would normally be distinguished scholars from other universities or higher education institutions, where they already hold the title of professor or equivalent status.</p> <p>The individual shall be entitled to be addressed as "Visiting Professor", and shall be able to refer to themselves as "Visiting Professor at the University of Southampton".</p>	<p>Although it is often not possible to define the precise nature of the collaboration, there must be significant benefits arising from association with the sponsoring department.</p> <p>If there is a teaching commitment then it should involve a regular course of lectures or postgraduate seminars which provide students with an insight into the subject area derived from the latest scholarship.</p> <p>If it is collaboration in research then the nature and extent of the collaboration needs to be defined together with the particular expertise of the candidate.</p> <p>There may also be other collaborations of a senior nature that has a significant impact on the University's strategy and/or academic agenda.</p>	<p>Application must be made by the sponsoring department manager, accompanied by a suitable CV and proposed length of stay (up to the max).</p> <p>The application must be supported and signed by the Dean of Faculty and sent to HR Service Now for processing.</p> <p>Status will be granted for a period of not less than 3 months and not more than 3 years (renewable).</p> <p>All confirmations and supporting paperwork will be produced by HR.</p>
<p><b>Visiting Fellow</b></p>	<p>The award of the title of Visiting Fellow is given to a senior academic who is not an employee of the University of Southampton, but has a less distinguished standing than that of professor; and who collaborates in a significant way with university staff on research and/or teaching programmes to produce measurable outcomes.</p> <p>The category of Visiting Fellow would include a wide range of senior academics, including visiting researchers, lecturers or other types of academic from another institution. All Visiting Fellows will need to hold a PhD or equivalent recognised qualification.</p> <p>The individual shall be entitled to be addressed as "Visiting Fellow", and shall be able to refer to themselves as "Visiting Fellow at the University of Southampton".</p>	<p>Although it is often not possible to define the precise nature of the collaboration the association must have some benefit for the University.</p> <p>There could be some level of unpaid teaching commitment; association / collaboration with research projects or some level of consultancy.</p> <p>There may also be other collaborations of a senior nature that has a significant impact on the University's strategy and/or academic agenda.</p>	<p>Application must be made by the sponsoring department manager, accompanied by a suitable CV and proposed length of stay (up to the max).</p> <p>The application must then be supported and signed by the relevant UEG Member (usually the Dean of Faculty) and sent to HR Service Now for processing.</p> <p>Status will be granted for a period of not less than 3 months and not more than 3 years (renewable).</p> <p>All confirmations and supporting paperwork will be produced by HR.</p>

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<p><b>Visiting Academic</b></p>	<p>The award of the title of Visiting Academic is intended to be a “catch all” category to cover anyone who is not an employee of the University of Southampton, who does not necessarily collaborate in academic work, but there is a requirement for them to be associated with the University. Someone within this category would not be covered under the criteria shown above for Visiting Professor or Visiting Fellow.</p> <p>The category of Visiting Academic could include a wide range of academics, including junior academics, recent postgraduates, research assistants (where the individual does not hold a PhD or equivalent) and other academics engaged in a short association with the University, but are not necessarily making a significant contribution to the University.</p> <p>The individual shall be entitled to be addressed as “Visiting Academic”, and shall be able to refer to themselves as “Visiting Academic at the University of Southampton”.</p>	<p>Although it is often not possible to define the precise nature of the collaboration the association must have some benefit to the University.</p> <p>It will be driven by the short nature of the association and the nature of the role but examples could include:</p> <p>The provision of presentations, curriculum development, collaborative working and access to wider network of practitioners, etc.</p>	<p>Application must be made by the sponsoring department manager, accompanied by a suitable CV and proposed length of stay (up to the max).</p> <p>The application must then be supported and signed by the relevant UEG Member (usually the Dean of Faculty) and sent to HR Service Now for processing.</p> <p>Status will be granted for a period of not less than 1 month and not more than 1 year. This classification is generally not renewable due to the short nature of the association but exceptional cases can be made.</p> <p>All confirmations and supporting paperwork will be produced by HR.</p>
<p><b>Non-academic Visitors</b></p>	<p>This status will apply to all other non-academic visitors to the University who do not fit any of the criteria shown above.</p> <p>This category may include visiting professionals to the University and people employed by the University on a temporary or consultative basis.</p> <p>The individual shall be entitled to be addressed as “Visitor”, and shall be able to refer to themselves as “Visitor at the University of Southampton”.</p>	<p>Although it is often not possible to define the precise nature of the collaboration the association must have some benefit to the University.</p> <p>It will be driven by the short nature of the association and the nature of the role and/or contract.</p>	<p>Application must be made by the sponsoring department manager, accompanied by the proposed length of stay (up to max).</p> <p>The application must then be supported and signed by the relevant departmental Director or nominated Level 6 Manager.</p> <p>Status will be granted for a period of not less than 1 month and not more than 1 year (renewable).</p> <p>All confirmations and supporting paperwork will be produced by HR.</p>