

# Policy

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**Name:** VISITORS TO THE UNIVERSITY OF SOUTHAMPTON

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**Last updated:**

24 February 2016

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## 1. Introduction

This policy is aimed at staff at the University who wish to bestow visiting status upon individuals who collaborate with the University but are employed by other institutions or organisations. This policy therefore:

- Sets out the principles of visiting status
- Defines the eligibility criteria for various academic visitor classifications.
- Sets out, the terms, conditions & facilities provided during the appointment period.
- Details the process to appoint a visitor.
- Details the process for renewing or extending these appointments.

## 2. Principles

The University Of Southampton recognises the significant contribution that certain visiting academic and professional colleagues make to the University's academic profile. The attraction and hosting of visitors is an important part of the University's mission.

Our visitors contribute to teaching, research, enterprise and professional service activities and provide an opportunity to enhance our external reputation as well as introducing new ideas and capabilities to the organisation.

It is important that such visitors are made welcome and that there is clarity as to what they can expect from the University and what the University expects of them in return. This includes their visiting classification, tenure and the terms and conditions associated with their visiting appointment.

The award of a visiting title does not create an employment relationship between the individual and the University and remuneration is not normally paid to those holding visiting titles. However, a contribution to certain expenses may be paid (e.g. travel) provided these have been agreed at the appropriate level and do not constitute the equivalent of "wages".

It is important to consider an effective programme of induction for all visitors, to help them integrate within the faculty or department and the wider University, as well as signposting them to the appropriate policies and procedures applicable to them. Supervisors and Visitors can refer to the [Induction portal](#) online (a University Login is required) or the [Induction Policy](#) found on the HR Website.

## 3. Classifications

The visiting title conferred upon an individual will be dependent on their contribution to the teaching, research, enterprise or other activities of the relevant Academic Unit, Faculty, Professional Service or University as a whole. These fall under the following four classifications:

- Visiting Professor/ Adjunct Professor.
- Visiting Fellow/ Adjunct Fellow.
- Visiting Academic.
- Non-Academic Visitor

### **3.1 Visiting Professor/Adjunct Professor**

#### Criteria

The title of Visiting Professor is conferred upon those who have a significant national or international reputation for academic excellence in their field and whose academic standing is equivalent to that of a professor. They will collaborate in a significant way with university staff on research and/or teaching programmes to produce measurable outcomes. Individuals would normally be distinguished scholars from other universities or higher education institutions, where they already hold the title of professor or equivalent status.

The title of Adjunct Professor is conferred upon eminent leaders in business and industry who contribute towards the enterprise activities and in some circumstances the education and research activity.

The individual shall be entitled to be addressed as “Visiting Professor” or “Adjunct Professor”, and shall be able to refer to themselves as “Visiting Professor or Adjunct Professor at the University of Southampton”.

#### Duties/Expectations

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. 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.

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. There may also be other collaborations of a senior nature that has a significant impact on the University’s strategy and/or academic and/or enterprise agenda.

#### Tenure of Appointment

All appointments will have an initial tenure for a minimum period of 3 months and a maximum period of 3 years. This tenure is renewable, subject to meeting the criteria in section 6.

### **3.2 Visiting Fellow/Adjunct Fellow**

#### Criteria

The title of Visiting Fellow is given to distinguished senior academics whom have a significant track record of achievement within their discipline as well as a national reputation and emergent international reputation. They will collaborate in a significant way with university staff on research and/or teaching programmes to produce measurable outcomes.

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 normally need to hold a PhD or equivalent recognised qualification.

The title of Adjunct Fellow is conferred upon leaders in business and industry who have an established track record of excellence in their area of expertise, with a well-established national and an emergent international reputation for delivering high quality enterprise outputs.

The individual shall be entitled to be addressed as “Visiting Fellow or Adjunct Fellow”, and shall be able to refer to themselves as “Visiting Fellow or Adjunct Fellow at the University of Southampton”.

### Duties/Expectations

Although it is often not possible to define the precise nature of the collaboration the association must have some benefit for the University. There could be some level of unpaid teaching commitment; association/collaboration with research projects or some level of consultancy. There may also be other collaborations of a senior nature that has a significant impact on the University's strategy and/or academic or enterprise agenda.

### Tenure of Appointment

All appointments will have an initial tenure for a minimum period of 3 months and a maximum period of 3 years. This tenure is renewable, subject to meeting the criteria in section 6.

## **3.3 Visiting Academic**

### Criteria

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.

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.

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".

### Duties/Expectations

Although it is often not possible to define the precise nature of the collaboration the association must have some benefit to the University. It will be driven by the nature of the role but examples could include provision of presentations, curriculum development, collaborative working and access to wider network of practitioners, etc.

### Tenure of Appointment

All appointments will have an initial tenure for a minimum period of 1 month and a maximum period of 1 year. This classification is generally not renewable due to the short nature of the association. However, any application for extension/renewal would be subject to meeting the criteria in section 6.

## **3.4 Non-Academic Visitor**

### Criteria

This status will apply to all other non-academic visitors to the University who do not fit any of the previous criteria.

This category may include visiting professionals to the University and people employed by the University on a temporary or consultative basis.

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".

### Duties/Expectations

Although it is often not possible to define the precise nature of the collaboration the association must have some benefit to the University. It will be driven by the short nature of the association and the nature of the role and/or contract.

## Tenure of Appointment

All appointments will have an initial tenure for a minimum period of 1 month and a maximum period of 1 year which is renewable.

### **4. Terms, conditions and benefits associated with the appointment**

For the duration of their tenure visitors will, where required, be allocated a unique visitor (staff) number and will need to obtain a visitors pass, where appropriate. As appropriate to their activity as Visitors, they will be able to access the University premises, the University libraries and a range of other facilities.

Visitors will also be able to access the University internal website, which will provide valuable information about University activities, other departments and professional services.

During their visiting period they are required to comply with certain regulations, policies and procedures of the University which are made available via the University website. These include, but are not limited to:

- Health and Safety Policy Statement
- Dignity at Work and Study Policy
- Intellectual Property Regulations
- Research Integrity and Academic Conduct Policy
- Regulations for use of computers and voice and data communications network
- Conflict of Interest

The range of facilities available to the visitor and the policies and conditions of their collaboration are dependent on the visiting relationship. The full terms and conditions of the visiting status will be issued to the visitor as part of the appointment process.

Whilst some faculties may offer some further additional benefits they should not, either in part or as a whole, constitute payment for services which in any way would suggest the existence of an employment relationship.

### **5. Appointment Process and Governance**

A Visitor Application must be made by the sponsoring department manager, on the online [Visitor Registration](#) request. This must be accompanied by a suitable CV, where appropriate and the proposed length of stay for the visitor, up to a maximum of three years.

The request will go through an approval chain before coming to HR for processing.

Confirmation of title and status will be granted for a period of not less than 1 or 3 months and not more than 3 years (renewable), dependent on the terms shown in section 3. All confirmations and supporting paperwork will be produced by HR.

### **6. Renewals/Extensions**

Normally the original tenure associated with the visiting status is enough to ensure the collaboration with the University is concluded. However, there are occasions where the tenure would need to be extended beyond the original agreed dates.

Should an extension be required, the online [Visitor Extension](#) request would need to be completed and submitted together with a CV and/or supporting documentation which details the contributions made by the academic to the University during the previous tenure.

For any extensions to be approved the visitor must have made some level of contribution to the University during their initial tenure as a Visiting Professor/Fellow/Academic or Visitor.

The request will go through an approval chain before coming to HR for processing.

Confirmation of the extension/renewal will be granted for a period of not less than additional month and not more than 3 additional years. All confirmations and supporting paperwork will be produced by HR.

## 7. **Students and other Visitors**

This policy does not cover individuals who come to the University to undertake some form of study or research which contributes towards a qualification a University or at another institution. These visitors are classed as students and include exchange students and visiting research students.

Students are dealt with via Registry Services who should be contacted in the first instance to ensure that the individual is entered on Banner in an appropriate way. For more information on student visitors visit: <http://www.southampton.ac.uk/studentadmin/admissions/visiting-students.page>

DATE	REV No	CONTENT	PREPARED BY	APPROVED BY
30 January 2015	1	New policy	M Mitchell	UEG/Vice Chancellor
12 February 2015	2	Amendment following consultation with unions	S Stark	Unions
5 August 2015	3	Amendment to include "Adjunct Professor/Fellow" titles and criteria	S Stark	UAE 2 June 2015
24 February 2016	4	Amendment to remove the Vice Chancellor from the approval process	L Mould	Unions