

Visiting staff

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Cross reference/related documents:	8.1.2 Adjunct staff	

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will appoint academic staff of high calibre, able to deliver the University's educational and research mission to internationally recognised standards.
- 1.2 By their appointment in a visiting capacity, the University will associate with leaders in professional, industrial, business, community, and academic domains; such associations will offer a significant contribution to the University's educational and research mission to complement that of its permanent staff.

2.0 Scope

- 2.1 Applies to individuals with whom the University would like to associate, including individuals who request access to the University's facilities for the purpose of scholarly activity.

3.0 Definitions

- 3.1 Visiting appointments are not honorary appointments (honorary appointments are titles conferred by the University on individuals external to the University, in recognition of their contribution to society in their own capacity and function).
- 3.2 Visiting appointments are not adjunct appointments as defined in the relevant policy on adjunct staff.

3.3 Visiting appointments are not temporary contract appointments.

4.0 Policy

General

- 4.1 The University Senate grants the Vice Chancellor authority to appoint individuals with suitable credentials to the positions of Visiting Professor, Visiting Lecturer, and Visiting Fellow (Research or Teaching).
- 4.2 The title will reflect the role the individual will undertake, and the rank will accord with their experience and qualifications.
- 4.3 Visiting staff may hold concurrent positions at other institutions (professional, academic, industrial, commercial, government, community) with the exception of the University itself.
- 4.4 Visiting staff may be retired.
- 4.5 Visiting staff may have primary residence outside the UAE.
- 4.6 Visiting staff are not remunerated; contracts may specify entitlement to an honorarium and/or reimbursement of agreed expenses.
- 4.7 Visiting staff may be charged for access to facilities if their association with the University is primarily for the benefit of the individual and not to give service to the University. Fees will reflect the facilities accessed, and are thus calculated on an individual basis.
- 4.8 Definition of titles:
 - 4.8.1 Visiting International Faculty Staff (inbound): As defined by the United Arab Emirates Ministry of Education 'Standards 2019' document: "academic faculty staff contributing to teaching or research at University in the last annual reporting period who are visiting from an international institution for a minimum period of at least three (3) months". Responsibilities are generally similar to a full-time faculty member in the department where he/she is appointed.
 - 4.8.2 Visiting Lecturer: appointees will hold a doctoral qualification. Appointees will normally have held (or still hold) a position of equivalent academic rank at an academic institution of rank and reputation. Individuals without previous appointment may bring at least two external references from qualified individuals/institutions confirming hypothetical suitability for such appointment.
 - 4.8.3 Visiting Research Fellow: individuals requesting access to resources and whose contribution as a visitor is wholly or mainly in a research capacity.
 - 4.8.4 Visiting Teaching Fellow: individuals requesting access to resources and whose contribution as a visitor is wholly or mainly in a teaching capacity.

Terms of contracts

- 4.9 Visiting Professors and Visiting Lecturers are generally expected to make periodic contributions to some or all of the following, without this necessarily being made explicit in their contract:

- 4.9.1 the delivery and development of the curriculum, and innovation in pedagogy;
 - 4.9.2 giving public lectures;
 - 4.9.3 student advice and guidance, in collaboration with their regular tutors, supervisors and the programme team;
 - 4.9.4 professional development of academic and/or administrative staff, and the organisational development of the University;
 - 4.9.5 after due consultation with relevant administrative officers, development of the external reputation of the University in professional, industrial, business, academic, government, and community domains.
- 4.10 Appointees of all titles may have terms of contract that specify leadership of specific projects within an educational or research programme.
- 4.11 Appointees of all titles may have terms of contract that specify specific collaboration with named members of the permanent academic staff of the University, if this is fundamental to the continuation of their association with the University.
- 4.12 Appointees of all titles may have terms of contract that specify administrative or other activity not directly related to teaching or research.
- 4.13 Appointees of all titles are obligated to comply with the University's policies governing standards of professional and academic conduct, and to show due regard and respect for its values and ethics.

Termination

- 4.14 An appointment is normally for three years with renewable term, or may be for a specific dated period of time. The term will be indicated in the letter of appointment.
- 4.15 Appointments will lapse as per term of contract, unless renewed.
- 4.16 Appointments will lapse within the term of contract if the appointee agrees a contract of employment at the University in any capacity.
- 4.17 Given reasonable cause, the University reserves the right to withdraw the appointment.

Privileges

- 4.18 Appointees may:
- 4.18.1 access University resources as stated in the contract and according to normal operations of the University;
 - 4.18.2 use their entire title in internal and external correspondence and/or publication and/or publicity, on condition that the visiting nature of the appointment is clear;
 - 4.18.3 make reasonable use of the official University logo in internal and external correspondence and/or publication and/or publicity;
 - 4.18.4 use their title in applications for external funds on condition that applications are made known to the Vice Chancellor in advance, and on receipt any funds received are held and administered by the University subject to its own policy and procedures for oversight and use of research income.

5.0 Procedures

Appointments

- 5.1 Appointees will be nominated to the Vice Chancellor by a Head of Programme or Dean of Faculty.
- 5.2 Nominations must be accompanied by a current CV and certification of credentials claimed.
- 5.3 Nominations must include a clear outline of the role and responsibilities intended for the visiting appointment, including length of term.
- 5.4 Honoraria and expenses are processed on approval by the Vice Chancellor, and subject to compliance with or fulfilment of any specific terms of contract.

Review and renewal

- 5.5 The association will be reviewed by the Dean of Faculty with the Head of Programme or other relevant staff at least every six months, and reported to the Vice Chancellor, through the Programme, Faculty, or Academic staff review process as appropriate, on the effectiveness of the appointment with respect to the aims and expectations set out in contract.
- 5.6 The Dean of Faculty will recommend to the Vice Chancellor a decision to revise, renew, or terminate the appointment.