



## AWARDING VISITING PROFESSOR/READER TITLE PROCEDURE

### 1. INTRODUCTION

When applying for a title with the University, it is important that both the applicant and the supporting School/Research Institute give serious consideration to the reasons for the application. The supporting statement should clearly identify the reason for the application and the benefits to the University of awarding the title. Every visiting individual should have a Keele-employed sponsor who will have responsibility for ensuring that the titleholder's work is 'tied into' the School/Research Institute in an active way.

#### 1.1. Purpose

**1.1.1.** The University awards visiting titles to persons of appropriate standing who are not members of the academic staff but who are associated with and willing to contribute to the works of its academic developments. This will usually, but not exclusively, be in the research areas of a school's activities.

#### 1.2. Scope

**1.2.1.** The title of Visiting Professor/Reader is usually used for holders of academic posts elsewhere, at that level, who visit the campus or are resident on campus for a period of time.

**1.2.2.** Please note that in certain circumstances, due to international variations in ranking within institutions, candidates may be awarded a title of a different rank than that which they hold within their own institution.

**1.2.3.** This procedure does not cover individuals who carry out specific work for the University for which they are paid. Neither does it cover the 'joint appointments' of Clinical Academics between the University and a partner organisation such as an NHS Trust. There is a Joint Placement Procedure for the recruitment of Clinical Academics. For the purposes of this procedure, it is important to distinguish between honorary contract holders and honorary titleholders:

- a) honorary 'contract' holders – are individuals who have been through a substantive University/Trust joint appointment process. They hold an honorary contract for academic sessions with Keele and have an employment contract with a Trust. There are clear recruitment procedures for appointing Clinical Academics; there are also mechanisms and documentation to cover the ongoing management and work of these individuals, including joint appraisals and joint job planning. These individuals may also be Primary Investigators on grants provided the University has joint appraisal and management arrangements with their employing NHS Trust.

- b) Honorary 'title' holders – are clinicians who have gone through the formal University process for awarding titles but do not hold a contract with the University.

1.2.4 There are specific honorary contracts in place to underpin these arrangements.

## 2. PROCEDURE

### 2.1. Application Procedure

2.1.1. All applications for Visiting Professors/Readers titles should be made by the relevant Dean of Faculty, in conjunction with the candidate's Head of School/Research Institute Director. Applications should be made to the Vice Chancellor via the Human Resources Department in the first instance.

2.1.2. Following consultation with members of staff within the School/Research Institute, the Faculty Executive Dean should submit the following documentation to Human Resources:

- a) Completed application form **VIS PROF** which contains:-
  - **Supporting statement** from the Dean of Faculty in conjunction with the Head of School/Research Institute Director, taking into account the criteria as detailed previously and advising that there will be no cost to the University school from the appointment. Statements should clearly state the benefits of the case to the University and detail what the candidate will be doing.
  - **Curriculum Vitae** of the individual

### 2.2. Next Steps

2.2.1. Cases may be considered at any time of the academic year but may go before one of the two full meetings of the Professorial & Readership Promotions Committee (usually December and February).

2.2.2. In most cases, the Chair of the Professorial and Readership Promotions Committee will take Chair's action. The Chair, however, reserves the right to consult more widely with other Committee members should they feel that the case is not straightforward.

### 2.3 Unsuccessful Cases

2.2.3. In the case of an unsuccessful application, the Professorial and Readership Promotions Committee will notify the case sponsor who should inform the candidate in person if possible.

### 2.4 Renewals

2.4.1 Titles are awarded for a maximum period of three years (unless the case specifically requests for it to be of a shorter period of time) and the procedure for renewal remains the same as for an original submission.

2.4.2 All recommendations made by the Professorial and Readership Promotions Committee will be subject to approval by Senate and Council.

### **3 ROLES AND RESPONSIBILITIES**

#### **3.3 Obligations of Title Holders**

**3.3.1** It is a condition of the title that the titleholder must adopt the highest professional and ethical standards when they are working under Keele's name. Additionally, they should ensure that they do not bring the University into disrepute during the time that they hold the title. Should the University consider at any time that it has been brought into disrepute, consideration will be given to removal of the title by an 'extraordinary' meeting of Council.

**3.3.2** The titleholder is required to comply with the University's Policy for the Management of Conflicts of Interest. As such, newly appointed titleholders will be required to complete and submit the required forms on appointment. Existing titleholders are required to complete and submit the required forms as requested. Titleholders should ensure that they notify the University of any changes in circumstances as they occur.

#### **3.4 Benefits of Title Holders**

**3.4.1** The following benefits will be made available to a Visiting Professor/Reader:

- Reasonable use of the Library and other Information Services facilities
- Such other privileges as the Vice-Chancellor or the appropriate Faculty Executive Dean might make available from time to time.
- Titleholders may apply for research grants/funding through the official University channels but cannot normally be the Primary Investigator. Titleholders must be part of an existing group within the University rather than an individual grant holder (although an exception may be considered for a Clinical titleholder).
- Titleholders may be part of a supervision team for a PhD student provided that they are not the main supervisor or Chair of the team.

**3.4.2** Following agreement to award a title, Human Resources will issue a letter to the individual confirming the benefits that will be made available to the titleholder.

### **4. RELATED POLICIES AND PROCEDURES**

**4.1** This procedure should be read in conjunction with the following Policies and Procedures (as may be required):

- Emeritus Professor Title Award Procedure
- Honorary Professor and Reader Title Award Procedure
- Policy for the Management of Conflicts of Interest

### **5. REVIEW, APPROVAL & PUBLICATION**

As a general principle, the Procedure will be reviewed by the HR Department, in consultation with recognised Trade Unions, after three years or where operational and/or legislative requirements change. Any revisions will be approved in accordance with UEC and Council procedures, where applicable.

### **6. ANNEXES**

- Annex A – Criteria for Visiting Chair and Visiting Reader

## 7. DOCUMENT CONTROL INFORMATION

<b>Document Name</b>	Awarding Visiting Professor/Reader Title Procedure
<b>Owner</b>	Chief People Officer, Human Resources
<b>Version Number</b>	1.1
<b>Equality Analysis Form Submission Date</b>	[Decision from Equality Analysis and form submission date]
<b>Approval Date</b>	19 December 2023
<b>Approved By</b>	Chief People Officer (minor edits)
<b>Date of Commencement</b>	11/July/2014
<b>Date of Last Review</b>	14 December 2023
<b>Date for Next Review</b>	14 December 2026
<b>Related University Policy Documents</b>	Emeritus Professor Title Award Procedure Honorary Professor and Reader Title Award Procedure Policy for the Management of Conflicts of Interest
<i>For Office Use – Keywords</i>	Visiting Professor Visiting Reader

**CRITERIA**

**CRITERIA FOR A VISITING CHAIR**

- A.** outstanding achievement in original research, teaching and academic leadership (defined as the ability to influence and inspire others); or
- B.** exceptional and internationally recognised achievement in original research, of either a pure or applied nature; or
- C.** exceptional and nationally/internationally recognised achievement in teaching, or
- D.** nationally acknowledged academic achievement in a professional discipline, for example, the development of professional practice, policy or public understanding beyond and within the University.

**ONLY ONE OF THE CRITERIA LISTED ABOVE MAY BE USED**

**CRITERIA FOR A VISITING READERSHIP**

- A.** outstanding distinction and achievement in the conduct, outcome, dissemination and impact of research whether basic and/or applied, and/or enterprise, beyond the level expected for a Senior Lecturer, **or**
- B.** outstanding distinction and achievement in the conduct, outcome, scholarship and dissemination of learning and teaching, beyond the level expected for a Senior Lecturer.

A successful candidate should provide evidence that their contribution to the advancement, application and dissemination of knowledge distinguishes them as an acknowledged expert in their discipline, endorsed by recognised authorities. Where appropriate this may also include proven success in leadership and/or management of a team.

**ONLY ONE OF THE CRITERIA LISTED ABOVE MAY BE USED**