**Designation of a visiting position (Honorary) – Guidance notes and Application Form**

1. When requesting an honorary or visiting title, the following procedure should be followed.
2. Faculties, Schools or Research Institutes may request that a nominated individual is given a visiting position at the University in recognition of their contribution to the activities of the Institution. This may for example reflect their contribution towards any of the main elements of the University Strategic Plan, especially Teaching and Learning and the Student Experience, Research & Scholarship and External Engagement and Enterprise.
3. The designation of a visiting title is held at the University level, following recommendations from the School or Research Institute and Faculty. Please note that the designation of titles of *Emeritus Professor* (see http://www.ljmu.ac.uk/Academic\_Enhancement/58869.htm) and *University Honorary Fellow* (announced annually via the Office of the Vice Chancellor) follow different procedures.
4. The purpose of bestowing such a title is to recognise the significant contribution that an individual is currently making or will make in the near future to the academic life of the University, in line with the University’s Strategic Plan.
5. The following titles may be proposed at any time of the year by the School, Research Institute or Faculty:
* *Visiting Lecturer*
* *Visiting Professor / Adjunct Professor \* see clause 6. below*
* *Visiting Teaching Fellow*
* *Visiting Research Fellow*
* *Visiting Enterprise Fellow*
1. The title of Visiting Professor is a fully academic honorary title that normally would be given to an individual who already has a substantive post at another academic institution. It recognises individuals whose academic contribution is at the level of a University Professor. Where the individual is a distinguished practitioner or other distinguished individual from industry, commerce, public services, charities or other external organisations who will make a significant contribution to the university but who are not from a traditional academic background then they should apply for an **adjunct position**.

Normally, the contact details for two external referees should be provided for any designee being considered for the title of Visiting Professor. Referees should be of appropriate standing and have sufficient expertise to provide an objective and informed assessment of the candidate’s standing. Where the designee already holds the title of full Professor at another Institution, external references will not normally be sought. **Award of the Professorial title is subject to the agreement of the Professors & Readers Conferment Panel.**

Individuals being considered for the title of Visiting Professor should fulfil one of the following criteria:

* 1. Hold a full Professorial position at another Institution.
	2. Have achieved significant standing in their career or profession that is recognised to be at least academically equivalent to that of a full Professor.

Documents requesting the conferment of a Visiting Professor title should be sent electronically to the Secretary of the Conferment Panel Ruth Lewis, r.lewis@ljmu.ac.uk, in order for them to be circulated to the Conferment Panel for approval

7. The designation of a visiting title does not represent an appointment to the University nor does it have any provision for resources to be provided (see clauses 8 & 9 below). As a result the formal communication of the award of the title should come from People and Organisational Development and not from a School, Research Institute or Faculty. This communication should provide guidance on the use of the title by the designee and details of how IT and Library facilities may be accessed (see clauses 8, 10 & 11 below).

8. Upon designation of the title, the University will normally provide the individual access to the University Library (including its on-line resources) and selected IT services (e.g., email), as appropriate and subject to any software licencing arrangements.

9. It is essential that the School, Research Institute or Faculty give proper consideration in advance to the potential resource implications arising from the award of any visiting title. This may include, for example, access to office or laboratory space, or specialist equipment and facilities. It is the responsibility of the School, Research Institute or Faculty to ensure that the designee fully understands what will be provided locally.

10. The University expects that the individual fully acknowledges the University in any communications (including research publications, conference presentations, reports etc.) arising wholly or in part out of the work performed with the University.

11. The period of designation will normally not exceed three years, but may be extended on request to the appropriate PVC.

**Adjunct Title Award**

**Criteria for the awarding of Adjunct Professor Title**

1. The title of Adjunct Professor is an honorary title awarded to those who are closely associated with the University, and who make a significant contribution to the University. The titles are not awarded to employees, or to those who already have a substantive academic post (Reader, Professor) at another academic institution. In deciding whether to confer an ***honorary title*** *(i.e. Adjunct Professor)*rather than a ***full academic honorary title*** on distinguished practitioners and other distinguished individuals from business, industry or commerce, it is expected that individuals will be making a significant impact in one of the following areas, or making a considerable contribution in two of these:
* Education
* Research
* Leadership/Contribution to Administration and Management
* Profession and Practice, together with key indicators relating to national or international esteem.

The level of impact will determine whether the title of **Adjunct Professor** is conferred.  The University will judge each case on its merits.

Where the contributions of someone with a substantive academic post at another institution are to be recognised, because of close association with the University, an application should be made for a **Visiting Professorship**, following the usual application procedure for that title.

2. **Use of Title**

It is a condition that if the title of **Adjunct Professor** is awarded, ***the full title, including the modifier “Adjunct”, is used at all times***.

3. **Indicators of Achievement**

Examples of contributions and achievements are as follows:

**Education**

* Significant involvement in developing and delivering the curriculum at either undergraduate and/or postgraduate level
* Teaching well as evidenced by School and student feedback
* Membership of prestigious national/international educational committees
* Positive impact upon student support, pastoral care and the overall student experience
* Successful supervision of PGT and/or PGR students
* Publications relating to education
* Reputation, awards, prizes

**Research**

* Leadership and innovation in research and/or in collaboration with others in science, engineering or business
* Significant contributions to research papers that appear in high impact journals
* Work on editorial boards of scholarly journals
* Reputation, awards, prizes

**Leadership and Management**

* Significant contribution to the direction and management of a major unit of activity within the University
* Contribution to research and/or teaching strategy
* Successful achievement of significant change
* Contribution to important committees/working groups etc.
* Organising significant academic conferences etc.

**Profession and Practice**

* Contributing to significant improvements/innovation e.g. in clinical management and processes
* Contributing to significant improvements/innovation e.g. applications of research findings in healthcare, business or industry
* Coordinating major clinical trials
* Contributions to Outreach or Public Engagement

4.Adjunct titles are valid for a maximum of three years, after which time they lapse and a further application may be made to renew them. The start date of the association and the end date of the title should be given for a maximum of three years.

5. Applications for Adjunct titles can be made at any time of the year, but have to be approved by the Professorship and Readership Shortlisting Panel. Applications ***should come from the relevant Faculty, with Faculty approval***, (*not from individual applicants or their line managers*), and be sent, in the first instance, to the Secretary to the Shortlisting Panel, Holly Newton. The submission should include:

* a copy of the person’s CV and a statement from the individual showing how he or she meets the criteria to be awarded the honorary title of Adjunct Professor
* the names of two external referees who can comment, and validate the person’s impact, upon clinical or business practice
* a statement from the Director of School of the relevant Faculty which provides a commentary and a rationale for offering the association, including a description of contributions to teaching, research and practice and an outline of the role to be carried out within the School

The Professorship and Readership Shortlisting Panel will include the Vice- Chancellor, three Pro-Vice-Chancellors, four members of the Professoriate, nominated by the Vice-Chancellor and Director of Research & Innovation Services. On occasion the panel may request additional information.



**Request to designate a visiting position**

*Please complete this form using the attached notes for guidance*

*The application should be made at least 4 weeks ahead of the proposed date of conferment of title.*

Faculty / School / Research Institute:

Designation sought:

|  |  |  |
| --- | --- | --- |
| Title | Surname | First Name (this MUST be their full name as recorded legally) |
|  |  |  |
| Middle Name (this MUST be provided if applicable) | Known as (preferred name) |
|  |       |

|  |  |  |
| --- | --- | --- |
| Date of Birth | National Insurance Number | Home Tel. No./ Mobile |
|  |  |  |
| Address |  |
| Does the individual have the appropriate documentation to be in the UK? | Yes / No(please verify you have seen the original documentation and provide a copy with this form) |

Proposed date of commencement and termination date:

Brief summary of designee’s qualifications, experience, achievements and responsibilities that are relevant to the proposal:

|  |
| --- |
| Please outline any specific software or IT needs required to complete work within LJMU:  |

Each of the following sections needs to be signed and dated.

School / Research Institute Director

Name

Signature

Date

Faculty PVC

Name

Signature

Date

Approved by Institutional PVC \*

Name

Signature

Date

\* Approval should be sought from the PVC whose remit is most closely aligned to the application: PVC Education; PVC Research & Enterprise or PVC Strategic Initiatives

When approved the PVC should forward the completed form to the relevant HR Business Partner

**For Human Resources purposes:**

*Date received in HR*:

*Date of formal notification to designee (formal letter from HR to be signed by PVC):*

*Date for review of visiting status:*