

A' Sharqiyah University Policy: VISITING AND HONORARY APPOINTMENTS

Policy name	Visiting and Honorary Appointments
Policy number	AC0011
Contact Person	Deputy Vice Chancellor for Academic Affairs
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1. Purpose

This policy document sets out the purpose and criteria for making visiting and honorary appointments to the University. Visiting appointees are may be full-time employees of the University. Honorary appointees are not full-time members of academic staff

2. Scope

The policy applies to all visiting and honorary appointments to the University.

3. Policy Statement

4.1 VISITING APPOINTMENTS

4.1.1 A visiting appointment is a fixed term appointment extended to an academic to fulfil a temporary requirement in one of the Colleges of the University. It may also in exceptional cases be extended to a non-academic who is employed in business and industry.

4.1.2 Visiting appointees shall be engaged mainly in teaching and research activities. Other activities may include: assisting in lectures, conducting workshops and research seminars with students and staff, joint authoring of research papers, preparing of joint research grant proposals, conference organization, etc.

4.1.3 Visiting appointments may be made to strengthen a formal collaborative relationship with another University where this is deemed to be beneficial to the individual and the University. A visiting appointment title conferred on an academic shall be the same as their substantive appointment at their home or current institution. The titles that are approved are as follows:

- Visiting Professor
- Visiting Associate Professor
- Visiting Assistant Professor
- Visiting Lecturer

- Visiting Senior Research Fellow
- Visiting Research Fellow

4.1.4 A visiting appointment shall be for a specific period of time; normally for one year.

4.1.5 The original period of appointment can be extended subject to agreement of the appointee and the University.

4.1.6 Visiting appointments shall be remunerated following the University's standard package for academic staff.

4.1.7 The Dean of College seeking to make a visiting appointment shall make his case to the Human Resources Department following the same procedure for academic staff for advertising purposes.

4.1.8 Visiting appointments shall be approved by the Vice Chancellor on the recommendation of the relevant Dean of College and the Deputy Vice Chancellor for Academic Affairs.

4.1.9 All letters for visiting appointments shall be issued by the Human Resources Department.

4.1.10. Visiting appointees shall enjoy the same benefits as other full time academic staff including:

- University identity card
- Access and use of the library on the same terms and conditions as full time faculty;
- Access to IT resources such as an email and online library resources
- Office/desk space

4.2. HONORARY APPOINTMENTS

EMERITUS PROFESSORS

4.2.1 The title of Emeritus Professor shall be conferred to recognize a Professor's service and contribution to the University on retirement.

4.2.2 The title of Emeritus Professor shall be conferred on an individual for life. An Emeritus Professor is not an employee of the University and this is not a paid role.

4.2.3 An individual wishing to apply for the title of Emeritus Professor shall write to the Vice Chancellor, six months before the intended retirement date stating whether they wish to be considered for the title.

4.2.4 The title of Emeritus Professor shall be conferred on the individual by the University's Board of Trustees on the recommendation of the Vice Chancellor.

4.2.5 Emeritus Professors of the University shall be invited to attend at their own expense key events and celebrations in the University calendar such as Graduation ceremonies; University days, etc.

4.2.6. Emeritus Professors of the University shall enjoy the benefits and privileges stated in Section 4.1.11 except office space.

OTHER HONORARY APPOINTMENTS

4.2.7 The overall objective of other honorary appointments is to strengthen the University's links with business, industry and the professions.

4.2.8 The titles of honorary appointments that are approved are as follows:

- *Honorary Professor*
- *University Fellow*

4.2.9 Honorary appointments are part-time roles and involve flexible and varying levels of commitment for teaching and/or research duties.

4.2.10 Honorary appointments shall normally be for a period of three years and are renewable.

4.2.11 The honorarium paid to an honorary appointee in return for their services shall be determined by the Vice Chancellor at the time of appointment.

4.2.12 Deans of Colleges wishing to make a nomination for an honorary appointment shall submit the case for nomination to the Deputy Vice Chancellor for Academic Affairs. The nomination should be accompanied with the individual's CV.

4.2.13 The title of *Honorary Professor* shall be extended to an individual who is very eminent in their field of specialization and is considered worthy of a Professorial appointment.

4.2.14 The titles of *University Fellow* shall be conferred to those individuals who shall be considered appropriate for appointment to that role in the University.

4.2.15 The title of *Honorary Professor* shall be conferred on the individual by the University's Board of Trustees on the recommendation of the Vice Chancellor.

4.1.16 The title of *University Fellow* shall be approved by the Vice Chancellor on the recommendation of the relevant Dean of College and the Deputy Vice Chancellor for Academic Affairs.

4.1.17 All letters for honorary appointments shall be issued by the Human Resources Department.

4.1.18. Honorary appointees shall enjoy the following benefits and privileges:

- University identity card
- Access and use of the library on the same terms and conditions as full time faculty;
- Access to IT resources such as an email and online library resources
- desk space