

EDINBURGH NAPIER UNIVERSITY

CONFERMENT OF VISITING AND EMERITUS TITLES GUIDANCE

Purpose

- 2.1. Visiting academic appointments may be conferred on individuals from academia, industry, commerce and the public/ third sector who have experience, skills and standing in their field which could bring benefit to the University. This arrangement enables distinguished individuals from other institutions and organisations to collaborate with ENU staff while having access to relevant University facilities.
- 2.2. Nominations for visiting appointments should describe the strategic importance of the proposed appointment and the rationale should demonstrate how the research and/or teaching environment will be complemented and/or enhanced by the appointment of the visiting academic.

Conferment of Visiting Titles

- 2.3. The following visiting titles may be conferred on academics from other institutions:
 - Visiting Professor
 - Visiting Associate Professor
 - Visiting Lecturer

These titles reflect those in use for ENU academic staff. Visiting academics should be of equivalent standing in their own institution even if the titles used are slightly different. For example, other institutions use titles such as reader, senior lecturer and assistant professor. In these cases, a mapping exercise should be undertaken against the relevant criteria in the Academic Framework to assign the most appropriate visiting title.
- 2.4. Visiting titles may also be conferred on individuals from outside with academia who have equivalent standing and achievements in their field of expertise. These could include:
 - Outstanding professional achievement
 - Recognition as a leading expert within their profession or occupation
 - Entrepreneurial activity
 - Distinction as a clinical practitioner
 - Distinction as recognised within their professional bodies and associations
 - Outstanding achievements (including in ‘non-professional’ areas such as social contributions and advocacy) combined with scholarship and/or public engagement and/or fulfilling the role of thought leader or public intellectual.

2.5 The following titles may be conferred for non-academic appointees:

- Visiting Professor
- Visiting Senior Fellow
- Visiting Fellow

The titles ‘visiting fellow’ and ‘visiting senior fellow’ will be used for relatively inexperienced and relatively experienced candidates respectively.

2.6 In all cases, the normal wording for a title refers to the individual’s area of specialism, for example, Visiting Professor in Sustainable Construction or Visiting Fellow in Entrepreneurship.

Criteria for conferment

2.7 Whilst the suggested activities of engagement are deliberately broad to enable visiting posts across a broad range of situations, all successful applications must show clear strategic alignment between the proposed post and the University and School plans and must have an agreed plan of engagement, involving measurable activities. Where appropriate, cross-School and interdisciplinary activity is encouraged.

Examples of suitable activities include:

- Providing academic leadership in a specified area of strategically important research and/or knowledge exchange or public engagement. For example, leading capacity building and learning in a new research technique or approach.
- Providing expert advice and input for external funding bids.
- Giving expert public lectures to enhance the external reputation and visibility of the School or Research Centre.
- Becoming involved in supervisory teams for PhD students where the appointee’s expertise will contribute to the student’s project.
- Using their contacts to help to develop national or international research networks
- Using their contacts to help to forge closer ties with industry that may result, for example, in CPD activity, joint funding bids, or student placements.
- Acting as a broker with external organisations to identify and exploit knowledge transfer opportunities.
- Providing advice to company boards on future product development.
- Providing academic leadership in a specified area of teaching or teaching approach or philosophy. For example, giving specialist input to a module or programme or leading capacity building in a new teaching approach or application of a new teaching technology.
- Curriculum development and advice. For example, helping a programme team plan and implement new courses.

- Willingness to attend engagement events that help facilitate discussion and build networks with industry for advancement of ENU research programmes.
- 2.8 The evaluation of each appointment must be tailored to suit the specific case, but each one must involve activity plans that include (but are not limited to) clearly measurable activities. Assuming a typical appointment of 3 years (for a visiting academic), these plans will involve activities in each of the years which extend beyond single 'guest lectures' or symbolic commitments. Appointments will typically involve commitments of at least five days per year.
- 2.9 An engagement plan should be drawn up for the first year of the appointment and thereafter be reviewed annually.

Duration and revocation of appointments

- 2.10 Visiting appointments will normally be awarded for a period of between one and three years, reviewed annually and may be extended by following the reconferment process (see below). Appointees may use their Edinburgh Napier visiting title for the period specified in their letter of appointment but must not use this title after that period without confirmation of reconferment from the University.
- 2.11 Visiting status should only be maintained for as long as the individual's contribution remains consistent with the title conferred and expectations agreed and may be withdrawn at any time where there is good reason.
- 2.12 Reasons why appointments may be revoked may include return to paid employment, failure to meet agreed expectations, conduct likely to bring the University into disrepute and violation of University regulations, policies and codes of practice. Where a conflict of interest arises during the term of the appointment these must be disclosed. Appointees may also terminate their appointment at any time by providing written notice to the University.

Nominations

- 2.13 Nominations for visiting appointments may be put forward by an academic proposer (normally the relevant Head of Subject) using the Nomination Form for Visiting Titles (Appendix A) and should include:
- The visiting title proposed for the nominee
 - CV including publication list
 - Details of the contribution the nominee is expected to make to the University
 - The expected work location while the nominee is carrying out this work
 - Any financial arrangements such as whether expenses will or will not be paid. (NB: visiting appointments are unpaid).
 - Whether it is anticipated that the nominee has the right to work in the UK (based on current work location, nationality, visa status etc)

- Details of access required to relevant University facilities and resources including campus access and desk space
- Any further checks that may be required such as disclosure checks

References will not normally be required but may be requested by exception

Approval process

- 2.14 All nominations should be put forward to the School Leadership Team who, in conjunction with the relevant Vice Principal, will have delegated authority to approve the titles of Visiting Lecturer and Visiting Associate Professor (for academic appointments) and Visiting Fellow and Visiting Senior Fellow (for non-academic appointments).
- 2.15 Nominations for Visiting Professors (both academic and non-academic) should be first approved by the School Leadership Team and then forwarded to the Honorary & Visiting Titles Committee.

Commencement of the Appointment

- 2.16 Once approved, the academic proposer should forward all nomination details, to HR who will issue a formal letter confirming the appointment. This letter will include all terms associated with the appointment including expected activities, commitments and outputs, the expected term and expiry date, right to work / PVG checks if required and a diversity monitoring form. A copy of the letter will be sent to the academic proposer. Appointment details will be recorded on the HR system for reporting purposes and the required access to University facilities will be provided.
- 2.17 Right to work checks should be completed prior to the commencement of the appointment.
- 2.18 Academic proposers should ensure that an appropriate induction is provided to appointees, that the necessary access to facilities and resources is in place and any necessary training provided (e.g., Health & Safety inc. use of specialist equipment; Equality, Diversity & Inclusion, Data Protection).
- 2.19 Details of appointees will be listed on the University's website (Napier.ac.uk) under the appropriate School.

Management of Visiting Appointees

- 2.20 Deans of School have overall accountability to ensure that visiting appointments are appropriately managed. Academic proposers are responsible for the day-to-day management of visiting appointments. These duties include ensuring that the agreed expectations of the appointment are met and that the relationship remains of mutual benefit; meeting with the appointee several times a year to review progress; completion of administrative tasks such as expense claims.

- 2.21 Any changes in the relationship (such as a potential conflict of interest or resignation) should be communicated to the Dean of School and HR as soon as this becomes apparent.
- 2.22 HR will advise Deans of School in advance of appointments approaching their end dates so that offers to extend can be made in good time.

Honorary & Visiting Titles Committee

- 2.23 Visiting titles are conferred by the Honorary & Visiting Titles Committee (HVTC) under authority delegated by Academic Board. Visiting titles below the designation professor are further delegated to Deans of School although details of all visiting appointments will be routinely provided to HVTC. The committee will meet once per trimester (normally October, February and June) and will approve all nominations for Visiting Professorships (academic and non-academic).
- 2.24 A list of all current visiting appointments and expected expiry dates will be provided to the University Court on an annual basis by HR.

Reconferment of Titles

- 2.25 Visiting appointments are normally conferred for a period of three years after which a request for reconferment can be made.
- 2.26 In March each year, HR shall notify Deans of School of visiting appointments which are due to expire in the next academic year so that reconferments can be requested where appropriate.
- 2.27 Requests for reconferments should be made using the same form for visiting title nominations.
- 2.28 Reconferments will be confirmed in writing to the appointee by HR

CONFERMENT OF PROFESSOR EMERITUS

Criteria for conferment

- 3.1 The title Professor Emeritus may be awarded to a professor who retires from the University in recognition of distinguished academic service and exceptional contribution to the University.
- 3.2 Conferment of the title Professor Emeritus will normally be for the lifetime of the individual. It may be withdrawn at any time where there is good reason. Reasons may include, conduct likely to bring the University into disrepute and violation of University regulations, policies and codes of practice. Where a conflict of interest arises during the term of the appointment these must be disclosed. Appointees may terminate their appointment at any time by providing written notice to the University.

- 3.3 Retired staff who have been awarded a ‘Professor Emeritus’ title may include the title in publications and signatures on behalf of the University, for example ‘Professor Emeritus of Edinburgh Napier University’. The University may include the names of those holding emeritus titles in publications, departmental web pages, and marketing material.
- 3.4 While any contribution post retirement is entirely voluntary there may be several activities where a Professor Emeritus might offer support which would benefit the University. These should be discussed between the appointee and the Head of Subject / Dean of School, ideally in advance of retirement, and reviewed over time as necessary. These may include:
- providing guest lectures
 - acting as mentors to junior academics
 - helping with proposal-writing
 - Professors Emeriti may play a supporting role in PhD student supervision, however they cannot act as Primary Supervisor
 - willingness to attend Chancellor, Vice Chancellor and Vice-Pro Chancellor engagement events that help facilitate discussion and build network with industry for advancement of ENU research programmes

Nomination process

- 3.5 The conferment of Professor Emeritus is by nomination only by the Dean of School. Self-nominations will not be accepted.
- 3.6 Nominations should be made using the Nomination Form for Professor Emeritus and should include:
- CV including publication list
 - Details of contributions beyond retirement the nominee would like to make
 - The expected work location while the nominee is carrying out this work
 - Any financial arrangements such as whether expenses will or will not be paid. (NB: emeritus appointments are unpaid).
 - Details of access required to relevant University facilities and resources including campus access and desk space

Approval process

- 3.7 All nominations should be first approved by the School Leadership Team and then forwarded to the Honorary & Visiting Titles Committee.

Commencement of the Appointment

- 3.8 Once approved, the Dean of School should forward all nomination details, to HR who will issue a formal letter confirming the appointment. This letter will include all terms associated with the appointment including expected activities and a diversity monitoring form. A copy of the letter will be sent to the Dean of

School. Appointment details will be recorded on the HR system for reporting purposes and the required access to University facilities will be provided.

- 3.9 Professors Emeriti will be listed on the University's website (Napier.ac.uk) under the appropriate School.

Management of Professors Emeriti

- 3.10 Deans of School have overall accountability to ensure that Professors Emeriti are appropriately managed where they are undertaking activities on a voluntary basis. These duties include ensuring that completion of administrative tasks such as expense claims which should be processed in accordance with the arrangements agreed at appointment.
- 3.11 Any changes in the relationship (such as a potential conflict of interest or resignation) should be communicated to the Dean of School/ Honorary & Visiting Titles Committee as appropriate.
- 3.12 A list of all current Professors Emeriti will be provided to the University Court on an annual basis by HR.



	Nominations	Stage 1 Approval School SLTs	Stage 2 Approval Honorary & Visiting Titles Committee (HVTC)	Conferment
Honorary Degrees	<ol style="list-style-type: none"> 1. Call to all staff, Academic Board and Court members 2. Nominees send brief CV and statement to Clerk HVTC 3. Clerk HVTC forwards to relevant School SLT 	<ol style="list-style-type: none"> 1. School SLT considers nominations 2. Informs clerk whether supported or not 3. Clerk asks nominator to submit nomination form HonD1 4. Clerk submits nominations to HVTC 	<ol style="list-style-type: none"> 1. HVTC consider nominations 2. Decision options are reject, defer, approve 3. Where approved letter of invitation sent to nominee by Principal 	<ol style="list-style-type: none"> 1. Following acceptance, clerk to confirm with Academic Registrar 2. Conferment scheduled for graduation ceremony
Emeritus Professors	<ol style="list-style-type: none"> 1. Nomination form completed by Dean of School 	<ol style="list-style-type: none"> 1. School SLT considers nominations 2. Where supported nominations sent to Clerk HVTC for consideration at next Committee 	<ol style="list-style-type: none"> 1. HVTC consider supported nominations 2. Decision options are reject or approve 3. Where rejected state reasons 4. Outcomes recorded by Clerk HVTC 	<ol style="list-style-type: none"> 1. HR sends nominee letter of appointment 2. Details of appointee updated on website under appropriate School
Visiting Titles	<ol style="list-style-type: none"> 1. Nomination form completed by academic proposer (Dean of School/ Head of Subject) 	<ol style="list-style-type: none"> 1. School SLT considers nominations in conjunction with VP 2. School SLT informs clerk HVTC of outcomes 3. HR issue letter of appointment for supported non professorial appointments. 4. Supported professorial nominations submitted by clerk to next HVTC 	<ol style="list-style-type: none"> 1. HVTC consider supported nominations for professorial appointments 2. Decision options are reject or approve 3. Where rejected state reasons 4. Outcomes recorded by Clerk HVTC 	<ol style="list-style-type: none"> 1. HR sends nominee letter of appointment 2. Details of appointee updated on intranet and website under appropriate School