Guidelines and Procedure for the Award of Associate, Visiting & Guest Status

Introduction

These notes refer to the arrangements that may be made for those individuals who, whilst not employed by the University, are to be allowed access to certain University facilities and accorded a status that is commensurate with the contribution that they are making to the University, and the esteem in which they are held.

These titles of Associate, Visiting and Guest status are therefore not to be awarded lightly, but rather with discretion and judgement, to ensure they reflect the individual's contribution in an appropriate manner. Award of these titles does not imply the creation of a contract of employment, and does not attract any payment.

The following guidelines are therefore indicative of the criteria that would usually be applied.

In all cases, nominators and Heads of Academic Units must consider whether there are any issues relating to confidentiality and Intellectual Property Rights. Advice is available from Research and Enterprise Services. The University’s Policy on Intellectual Property Rights can be found at http://www.ncl.ac.uk/res/enterprise/ip/.

Unless directed otherwise, each application must include:

- An authorised nomination form
- Curriculum vitae of the candidate
- Completed personal data form
- Signed IPR letter

Documentary evidence of identity is not normally required for individuals in these categories who are nationals of the member states of the European Economic Area (EEA) and who are not employed (paid) by the University. It is necessary to provide proof of identity of any non-EEA nationals, for whom a copy must be provided of the passport cover, personal information page and any employment visas. Please visit www.ncl.ac.uk/hr/recruitment/migrants.php for details.

When considering what title to offer, it is essential to bear in mind both the criteria and the authority level required. Staff considering making a nomination should avoid potential embarrassment by telling their nominee that they will seek conferment of an appropriate title or status; this will avoid the risk of promising a title that is not subsequently approved.

None of these titles should be awarded to the spouses or friends of existing staff, unless they meet the criteria in their own right.
Letters for Visiting staff will be produced and signed by Human Resources. Appointments to Visiting Professor and to Visiting Professor of Practice will require the approval of the VC. A Code of Conduct is applicable to all Visiting/Guest and Associate appointments.

In all cases, Associate, Visiting and Guest appointments will be recorded on SAP, with an end date, which should enable any required reporting to be supported.

To ensure an appropriate consistence in the usage of these titles, the Assistant Director of HR will undertake a random check on candidate applications.

**Associate Status**

Awarded to individuals who are making a **substantial and regular, ongoing contribution** to the work of the University, typically relating to teaching and/or research. Appointment may be made as:

- Associate Lecturer
- Associate Researcher
- Associate Clinical Lecturer
- Associate Clinical Researcher
- Associate Clinical Teacher

**Associate Lecturer (Associate Clinical Lecturer)**

This title is applicable to established academics, or those of equivalent professional status.

It would be applicable where the candidate is contributing on a regular, ongoing basis to teaching (giving lectures, participation in assessments) or research (close collaboration with a research active PI).

The minimum pattern of attendance is typically 12 months on an intensive basis contributing regularly to teaching or research over this period (less would indicate either Visiting or Guest status).

**Associate Researcher/Associate Clinical Researcher/Associate Clinical Teacher**

As per Associate Lecturer but more appropriate for Research Associate level or teaching colleagues.

Recommendations from Heads of Units should be considered jointly by the Faculty Head of Administration and HR. Letters of appointment will be signed by appropriate staff in the Faculty Office. Appointments will be made for an appropriate, fixed period of time.

**Visiting Status**

Awarded to those individuals whose contribution to the University is of a shorter duration, or of a lower intensity, eg collaborating with PIs on research or contributing to teaching and learning in some way. Appointment may be made as:

- Visiting Professor
- Visiting Fellow
- Visiting Lecturer
- Visiting Researcher
• Visiting Clinical Professor
• Visiting Clinical Fellow
• Visiting Clinical Lecturer
• Visiting Clinical Researcher

Visiting Professors

Candidates should be of Professorial standard, (normally holding this rank in their home institution) but may, exceptionally, include candidates who are very eminent in their professional field while still meeting the test of academic credibility. They should be making a contribution to the University at a very senior level.

Visiting Professors of Practice

This title is appropriate for exceptional individuals recognised as influential, experienced leaders within their profession or business sector. They are not required to have an academic publication record but will need to have a substantial record of documented achievement. Similarly, there is no requirement to have achieved any particular level of academic qualification although they will need to be sympathetic to the principles of higher education and research. They will bring significant experience into the academic community and may contribute particularly in areas such as:

• Development and application of translational research and knowledge transfer to maximise impact
• Awareness raising on user needs, public engagement and commercial strategies
• Formulation of communication and marketing strategies for both teaching and research
• Advising on commercialisation of research
• Design and delivery of programmes of study to meet current and future business opportunities

For both Visiting Professors and Visiting Professors of Practice

Attendance at the University should normally be for a minimum continuous period of at least 2 months, or on a regular but discontinuous basis over a longer period, normally 9 months minimum.

Faculty Executive Boards or equivalent (or Faculty Pro-Vice-Chancellors acting on behalf of) should forward their recommendations, including a statement of what the candidate’s contribution will be, to the Assistant Director of Human Resources, who will scrutinise the proposals for submission to the Vice-Chancellor, who has the final decision. Letters of appointment will be signed by the Director of HR.

Visiting Fellows

This title is appropriate to individuals who are not of such a senior standing, and who are not contributing at such a high level. It may be applicable:

• where the candidate has already been awarded a senior title by another body, such as a Research Council.
• Or to visiting researchers who, while not of Visiting Professorial standard, are equivalent to a Reader, although experience and achievement may be a little lower.

Their main contribution will be to research.

They will normally attend the University for a continuous period of 2 months, or 9 months on a regular, discontinuous basis.

Recommendations from Heads of Units should be considered jointly by the Faculty Head of Administration and HR, before being formally approved by the Pro-Vice-Chancellor, unless alternative arrangements have been made to delegate.

**Visiting Lecturer/Visiting Clinical Lecturer**

This title is applicable to established academics, or those of equivalent professional status.

It would be applicable where the candidate is here to gain experience, perhaps as part of an exchange scheme, or to work on a collaborative basis. The individual must, however, be making a contribution to teaching and/or research.

The minimum pattern of attendance is normally 2 months on an intensive basis (less would indicate Guest status), or 9 months on a low intensity basis, contributing regularly to teaching or research over this period.

Recommendations from Heads of Units will be considered jointly by the Faculty Head of Administration and HR, before being formally approved by the Pro-Vice-Chancellor, unless alternative arrangements have been made to delegate.

**Visiting Researcher/Visiting Clinical Researcher**

As per visiting Lecturer but more appropriate for Research Associate level.

**Guest Status**

Awarded to individuals whose work supports, directly or indirectly the objectives of the University in other ways than identified above, either via a lower level of contribution to academic objectives or to non-academic individuals, including employees of partner organisations. This status may be awarded to individuals who are here for a short period, perhaps less than 2 months, or whose attendance is not very frequent or regular, or on a longer term basis, which may be appropriate for employees of partner organisations, requiring access to University facilities.

This is primarily a means of allowing access to University facilities. Status should be upgraded where it is appropriate to do so, in order to reflect the candidate’s standing and contribution.

Normally, each application for guest status must include the four documents listed on page 1. Exceptionally, the IPR letter and CV may not be required in the case of individuals requiring Guest status, for example because they are employees of formal partner organisations requiring access to university facilities; examples include NUIENTO and the Great North Museum. The relevant HR team can advise, or in the case of Faculty of Medical Sciences please contact either the Faculty Office (non-clinical staff) or the Clinical Deanery (clinical staff) for advice.
It is important to distinguish this category from Occasional Students, who are here primarily to learn: Guest status will normally be incompatible with charging a bench fee.

Recommendations from Heads of Units should be considered either by the Faculty Head of Administration or HR, unless alternative arrangements have been made to delegate.

**Retired Staff**

Retired members of staff are sometimes allowed space, and access to certain facilities etc. on the recommendation of the Head of School/Institute. This is not an automatic right or entitlement.

**Summary**

All appointments are made for an appropriate fixed term

<table>
<thead>
<tr>
<th>Title</th>
<th>Normal Duration</th>
<th>Intensity</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Lecturer etc</td>
<td>Min 12 months</td>
<td>Regular and substantial contribution</td>
<td>May be applicable to those working for partner organisations who are making a substantial and regular contribution to the University</td>
</tr>
<tr>
<td>Visiting Lecturers etc</td>
<td>Min 2 months</td>
<td>May be short periods at a high level or longer periods on a discontinuous basis</td>
<td>Frequently applied to academic colleagues from other HEUs</td>
</tr>
<tr>
<td>Guest members of staff</td>
<td>Short periods of less than 2 months, or longer term for certain employees of partner organisations</td>
<td>May be quite low</td>
<td>May be appropriate to employees of partner organisations requiring access to University facilities or for those coming from other HEIs</td>
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</tbody>
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