

Visiting / Guest Members of Staff to CRiLLS

Appointments should not be made for more than 6 years in total
Any one period of appointment may not exceed 3 years

Documentation to complete: <http://www.ncl.ac.uk/hr/policy/recruit/visiting/>

- Nomination form
- Personal Data Form
- IPR / Confidentiality agreement

Academic CV and copy of passport will also be required (as proof of identity to ensure compliance with the Prevention of Illegal Working Regulations)

Types of visiting status

Visiting Professors

- Should be of Professorial standard, may include candidates who are very eminent in their professional field, and should be making a contribution here at a very senior level
- Documentation sent to Faculty who will scrutinise and then forward to Central HR for VC approval

Visiting Fellow

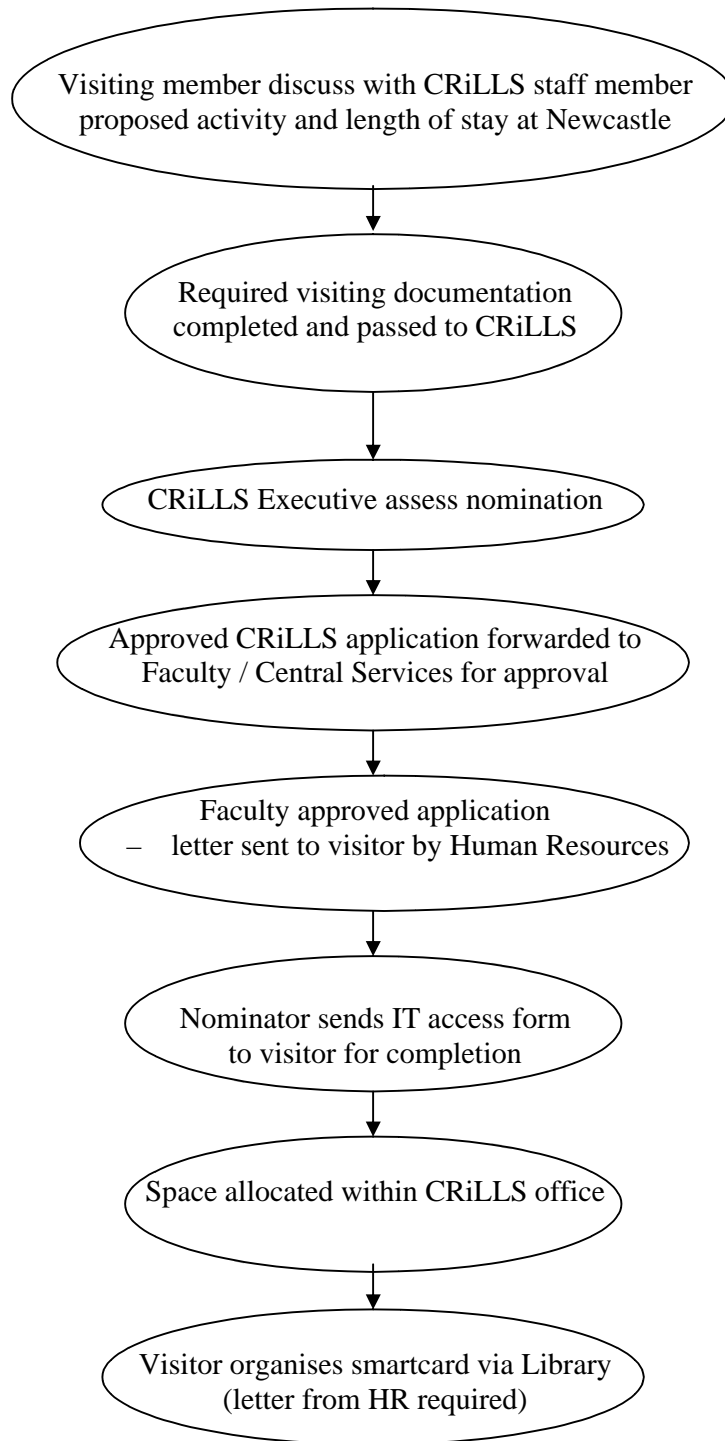
- Title appropriate to individuals who are not of such a senior standing, and who are not contributing at such a high level.
- Their main contribution will be to research
- Documentation sent to faculty for approval

Guest Members of staff

- Primarily a means of allowing access to University facilities
- Normally for candidates who are here for less than 3 months and making a contribution to teaching or research
- Guest member status will normally be incompatible with charging a bench fee
- Documentation sent to faculty for approval

Note – CRiLLS do not hold a budget for visiting staff. CRiLLS provides space allocation and access to University facilities

Process



Please note – nominator is responsible for the visitor