

Honorary and Visiting Academic Appointments

Policy and Procedure

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HONORARY AND VISITING ACADEMIC APPOINTMENTS POLICY AND PROCEDURE:

Introduction

1. Senate Regulation 9 sets out the framework within which the University may appoint both Honorary and Visiting staff. Detailed policy and procedures for these two distinct groups are set out below. These are presented separately, with some duplication, so that guidance relevant to each specific category may be shared more easily with individual appointees.
2. A list of all honorary and visiting appointments, as maintained by Human Resources (HR), shall be reported to Senate annually. In approximately March each year, HR shall also notify Deans of Colleges and Directors of Research Institutes of honorary appointments which are due to expire in the next academic year, so that extensions or renewals can be made where appropriate.

Honorary appointments

Purpose

3. Honorary academic appointments are made to individuals who have experience relevant to the work of the University and are in a position to make a positive contribution to the work of the University. Typically, this is an arrangement which allows distinguished individuals from other institutions and organisations to collaborate with academic staff of the University and have access to relevant University facilities; so as to cooperate on joint research, further their own research, or contribute to the teaching of the University. Honorary appointments are further intended as a mark of individual standing that recognises an ongoing association with Brunel University London.

Duration

4. Appointments shall normally be made on an annual basis, and reported to Senate annually. A successful honorary appointment will normally extend over a period of three years in the first instance, renewable where required, (being re-approved annually throughout). Appointees may use their Brunel academic title for the period specified in their letter of appointment, but must not use this title after that period without a formal letter of renewal from the University.

Nomination

5. Nominations for honorary appointments shall be put forward by the relevant Head of Department or Theme Leader ('sponsor' for the appointment), and include:
 - Details about the individual nominated – their name, current or most recent employer and job title, a CV including publication list and/or evidence of teaching experience as applicable, and any further relevant details.
 - Professional references for the nominee (normally from two referees whose status and identity can be verified by the University, or three referees for Honorary Professor or Honorary Reader nominations). The sponsor should arrange for references to be collected, and appointments will be subject to receipt of satisfactory references.

- Details about contribution the nominee is expected to make to the work of the University.
 - Where the nominee is expected to be based whilst conducting this work, e.g. on campus at Brunel, elsewhere in the UK, or physically outside the UK.
 - An outline of any key risks that may be associated with the work (e.g. lab safety matters – note that a full risk assessment will be required if the appointment is approved).
 - Details about financial arrangements, including: any honorarium proposed for the appointee (in exceptional cases only with clear justification and a designated source of funding – this will need to be approved by HR); any bench fees payable by the appointee for consumables costs etc; any other charges to be made to the appointee (again these should be rare and exceptional; desk fees etc. should not normally be charged), and the basis on which expenses will or will not be paid to the appointee (normally only for activities undertaken at the specific behest of the University).
 - The Honorary academic title proposed.
 - The nominee's anticipated right to work in the UK (based on visa status and/or nationality and other factors).
 - Details of access to be granted to relevant University facilities and resources (including desk space). If any of these are not under the control of the sponsor, other than standard access card and network account login, the sponsor must provide evidence that the relevant functions are willing to grant access.
 - Details of any specific further checks, for example Disclosure and Barring Service (DBS) checks or Occupational Health checks that may be required prior to taking up appointment for specific areas.
6. If required by the proposed activities of the nominee, for example for an activity which spans more than one unit, the Head of Department or Theme Leader sponsoring the recommendation for appointment is expected to secure the support of other relevant Heads of Department or Theme Leaders prior to submitting the recommendation. If a proposal from a Theme Leader cuts across the work of both a Research Institute and a College, approval will be required from the Director and Dean of both.
7. A staff member should also be designated as 'contact person' for each nominee; this should normally be the person the appointee will either directly report to or work most closely with for University-related activities.
8. Informal discussions between the likely nominee, the sponsor and potentially the approving officer may be appropriate prior to a formal application being put forward.

Approval

9. All nominations should be put forward to the relevant Dean of College and/or Research Institute Director (the 'Approving Officer'), who will have delegated authority from the Vice-Chancellor to approve the academic titles of Honorary Reader, Honorary Senior Lecturer, Honorary Lecturer, Honorary Senior Research Fellow, and Honorary Research Fellow. The prefix 'Clinical' may also be used where appropriate. Honorary appointments may not be made at levels

below those listed (e.g. for individuals at Research Assistant level, who might be given renewable one-year visiting appointments instead). Note that the term 'Honorary Fellow' is reserved for use by the Honorary Degrees Committee.

10. Nominations for Honorary Professorships should be seen by the relevant Dean or Director, who may wish to comment, and then passed on to the Deputy Vice-Chancellor (Academic) who has sole delegated authority from the Vice-Chancellor to approve this title.
 - Note that conferral of the title of Emeritus Professor is considered under a separate process by the Honorary Degrees Committee.
11. The approving officer shall determine the most appropriate title in each case, which may differ from that nominated. Reference may be made to the University's internal criteria for academic titles.
12. Where it is proposed that an Honorarium is to be paid, the approving officer will need to seek specific permission from Human Resources (HR) before giving approval.
13. Once approved by this officer, nomination details should be sent to HR to formally make the appointment; the sponsor and contact person should be informed and asked to follow up any necessary risk assessments or other applicable checks, and to action IT access requests and campus access requests.
14. A formal letter, following a template set by HR, should be signed off and sent via email from HR to the appointee (CC relevant Brunel staff). The letter should indicate all terms associated with the appointment, including expected expiry date, and any applicable requirement to demonstrate right to work in the UK. A master record copy of this should be retained by the HR in line with the records retention policy, and HR will maintain a master list of all appointments for report to Senate annually. Alongside the appointment letter, appointees should be asked to complete an Equal Opportunities Monitoring form and return this to HR. Appointment details may be recorded on the HR database.
15. Early termination of an honorary appointment may be made where there is good reason, through the same channels as for approving the appointment, and communicated to all involved parties by HR. Reasons may include evidence of dereliction of duty, conduct likely to bring the University into disrepute, conduct unbecoming on the part of an appointment-holder, or violation of any of the University's Regulations, policies or codes of practice. There is no right of appeal. Should a conflict of interest arise as any point in relation to an individual's relationship with the University, this must be disclosed. Appointees may also terminate their appointment at any time by providing written notice to the University.

Right to work

16. No one with a contract of employment with the University or a contract for services with the University (or who participates in the delivery of a contract for services with the University) shall also hold an honorary appointment.

17. Honorary appointments shall not include a contract for services and shall be unpaid, although an honorarium of up to £5,000 per annum may exceptionally be assigned. Any such honorarium should be charged by the individual and paid via invoice rather than through payroll.
18. In line with UK employment law, all honorary appointees must have the right to undertake the activity in which they intend to participate at the University. If this status changes at any point, it must be disclosed to HR.
19. Bench fees may be charged to honorary appointees at the discretion of the relevant Head of Department or equivalent, so that costs can be recovered for visitors who are engaged in an activity with a significant consumables cost. A research code should normally be assigned for the management of such funds. Fees should not be charged for other non-consumable costs (such as the use of IT facilities or office space) except in exceptional circumstances.
20. Expenses shall be payable to honorary appointees in line with appropriate arrangements agreed when they were appointed. Typically, expenses claims should be passed to the nominated contact person (on the non-staff expenses form) and signed off by the relevant budget holder. Expense payments are discretionary depending on individual circumstances, and the sponsor of the appointment may be asked to determine what is appropriate.

Commencement of appointments

21. All honorary appointees must have their passports and any relevant visas verified and recorded by HR at the commencement of their appointment, to establish their right to work status. This is a prerequisite for access to facilities on campus, and such checks form part of the standard process for the issue of campus cards and IT access. Verification should normally take place on the first day that the individual attends the University. All appointments are conditional on passing such a check.
22. Contact persons should ensure an appropriate individual induction is provided for the appointees to whom they are linked, agreed access to appropriate facilities and resources is put in place, and any necessary training (e.g. for health and safety or use of specialised equipment) is provided. The contact person should continue to ensure that the appointee receives relevant information about changes to the working practices of the University.
23. The sponsor, working with the contact person, is responsible for ensuring that risk assessments are conducted and any further specific checks, for example Disclosure and Barring Service (DBS) checks or Occupational Health checks, are undertaken and passed where required prior to appointments commencing.

Compliance with University policies

24. Honorary appointees are neither employees nor students, and thus must be formally considered as external visitors by default. However, they shall be expected to comply with all policies and procedures of the University during the appointment, and special allowance may be made for them under specific policies where appropriate. Any variations from standard University policy in respect of an appointee should usually be proposed prior to appointment, and must be agreed by the appointing officer and any other relevant parties.

25. The following expectations apply as standard.

- Honorary appointees must make themselves aware and comply with all applicable policies on health and safety, human resources, and the Financial Regulations.
- Honorary appointees shall be subject to the University's [Intellectual Property Rights \(IPR\) policy](#).
- Honorary appointees are required to treat confidential and/or proprietary information imparted to them by the University during the appointment with due sensitivity.
- Honorary appointees are required to abide by the [University's Research Integrity Code](#).
- If an honorary appointee is asked to undertake core teaching duties (beyond simply one or two guest lectures) and/or formal research student supervision duties, they will also need to be separately appointed under the University's procedures for [Recognised Teacher Status or Recognised Supervisor Status](#).
- Honorary appointees will not be eligible for certain 'external' roles at the University, such as serving as External Examiners, during their appointment.

Copies of relevant policies, including for IPR, Recognised Teacher Status and Recognised Supervisor Status are available from the University's website.

Visiting appointments

Purpose:

26. Visiting academic appointments are made to individuals who are spending a short period of time at the University to participate in teaching or research activities

Duration:

27. Appointments shall normally be made as and when required, for a period of not more than one calendar year, and reported to Senate annually. Where there is suitable justification, a series of visiting appointments may be made and renewed so as to extend beyond one calendar year in total. Appointees may use their Brunel academic title for the period specified in their letter of appointment, but must not use this title after that period without a formal letter of renewal from the University.

Nomination

28. Nominations for visiting appointments shall be put forward by the relevant Head of Department or Theme Leader ('sponsor' for the appointment), and include:

- Details about the individual nominated – their name, current or most recent employer and job title, a CV including publication list and/or evidence of teaching experience as applicable, and any further relevant details.
- Details about contribution the nominee is expected to make to the work of the University.
- Where the nominee is expected to be based whilst conducting this work, e.g. on campus at Brunel, elsewhere in the UK or physically outside the UK.

- An outline of any key risks that maybe associated with the work (e.g. lab safety matters – note that a full risk assessment will be required if the appointment is approved).
- Details about financial arrangements, including: any bench fees payable by the appointee (for consumables costs etc); any other charges to be made to the appointee (which should be unusual), and the basis on which expenses will or will not be paid to the appointee (normally only for activities undertaken at the specific behest of the University).
- The Visiting academic title proposed.
- The nominee's anticipated right to work in the UK (based on visa status and/or nationality and other factors).
- Details of access to be granted to relevant University facilities and resources (including desk space). If any of these are not under the control of the sponsor, other than standard access card and network account login, the sponsor must provide evidence that the relevant functions are willing to grant access.
- Details of any specific further checks, for example Disclosure and Barring Service (DBS) checks or Occupational Health checks that may be required prior to taking up appointment for specific areas.
- Professional references may be collected in advance for visiting appointments at the discretion of the officer making the appointment, and appointments may then be subject to receipt of satisfactory references.

29. If required by the proposed activities of the nominee, for example for an activity which spans more than one unit, the Head of Department or Theme Leader sponsoring the recommendation for appointment is expected to secure the support of other relevant Heads of Department or Theme Leaders prior to submitting the recommendation. If a proposal from a Theme Leader cuts across the work of both a Research Institute and a College, approval will be required from the Director and Dean of both.

30. A staff member should also be designated as 'contact person' for each nominee; this should normally be the person the appointee will either directly report to or work most closely with for University-related activities.

Approval

31. All nominations should be put forward to the relevant Dean of College or Research Institute Director, who will have delegated authority from the Vice-Chancellor to approve all Visiting academic titles from Visiting Professor to Visiting Research Assistant. Typically the title should be that which the individual holds in their home institution, with the prefix 'Visiting'; and this may where felt most appropriate include titles which Brunel University London does not use internally. The prefix 'Clinical' may also be used where appropriate. The approving officer shall determine the most appropriate title in each case, which may differ from that nominated.

32. A formal letter, following a template set by Human Resources (HR), should be signed off and sent via email from HR to the appointee (CC relevant Brunel staff). The letter should indicate all terms associated with the appointment, including expected expiry date. A master record copy of this should be retained by the sponsoring College / Research Institute (in line with the records

retention policy), who will maintain a master list of all appointments for report to the relevant College or Institute Management Board annually. Appointment details may be recorded on the HR database.

33. Early termination of an visiting appointment may be made where there is good reason, through the same channels as for approving the appointment, and communicated to all involved parties by HR. Reasons may include evidence of dereliction of duty, conduct likely to bring the University into disrepute, conduct unbecoming on the part of an appointment-holder, or violation of any of the University's Regulations, policies or codes of practice. There is no right of appeal. Should a conflict of interest arise at any point in relation to an individual's relationship with the University, this must be disclosed. Appointees may also terminate their appointment at any time by providing written notice to the University.

Right to work

34. No one with a contract of employment with the University or a contract for services with the University (or who participates in the delivery of a contract for services with the University) shall also hold a visiting appointment.
35. Appointment as a visiting staff member shall not include a contract for services and shall be unpaid. An honorarium shall not be assigned. In line with UK employment law, all visiting appointees must have the right to undertake the activity in which they intend to participate at the University. If this status changes at any point, it must be disclosed to HR.
36. Bench fees may be charged to visiting appointees at the discretion of the relevant Head of Department or equivalent, so that costs can be recovered for visitors who are engaged in an activity with a significant consumables cost. A research code should normally be assigned for the management of such funds. Fees should not be charged for other non-consumable costs (such as the use of IT facilities or office space) except in exceptional circumstances.
37. Expenses shall be payable to visiting appointees in line with appropriate arrangements agreed when they were appointed. Typically, expenses claims should be passed to the nominated contact person (on the non-staff expenses form) and signed off by the relevant budget holder. Expense payments are discretionary depending on individual circumstances, and the sponsor of the appointment may be asked to determine what is appropriate.

Commencement of appointments

38. All visiting appointees must have their passports and any relevant visas verified and recorded by the sponsoring College / Research Institute at the commencement of their appointment, to establish their right to work status. This is a prerequisite for access to facilities on campus, and such checks form part of the standard process for the issue of campus cards and IT access. Verification should normally take place on the first day that the individual attends the University. All appointments are conditional on passing such a check.
39. Contact persons should ensure an appropriate individual induction is provided for the appointees to whom they are linked, agreed access to appropriate

facilities and resources is put in place, and any necessary training (e.g. for use of specialised equipment) is provided. The contact person should continue to ensure that the appointee receives relevant information about changes to the working practices of the University.

40. The sponsor, working with the contact person, is responsible for ensuring that any further specific checks, for example Disclosure and Barring Service (DBS) checks or Occupational Health checks, are undertaken and passed where required prior to appointments commencing.

Compliance with University policies

41. Visiting appointees are neither employees nor students, and thus must be formally considered as external visitors by default. However, they shall be expected to comply with all policies and procedures of the University during the appointment, and special allowance may be made for them under specific policies where appropriate. Any variations from standard University policy in respect of an appointee should usually be proposed prior to appointment, and must be agreed by the appointing officer and any other relevant parties.

42. The following expectations apply as standard.

- Visiting appointees must make themselves aware and comply with all applicable policies on health and safety, human resources, and the Financial Regulations.
- Visiting appointees shall be subject to the University's Intellectual Property Rights (IPR) policy.
- Visiting appointees are required to treat confidential and/or proprietary information imparted to them by the University during the appointment with due sensitivity.
- Visiting appointees are required to abide by the University's Research Integrity Code.
- If a visiting appointee is asked to undertake core teaching duties (beyond simply one or two guest lectures) and/or formal research student supervision duties, they will also need to be assessed under the University's procedures for Recognised Teacher Status or Recognised Supervisor Status.

Copies of relevant policies, including for IPR, Recognised Teacher Status and Recognised Supervisor Status are available from the University's website.

Other categories – Associate or Visiting Research Students

43. In addition to this policy, Brunel University London maintains a separate policy on the enrolment of Associate or Visiting students, who are registered on SITS and expected to pay appropriate fees. The following principles must be observed to help distinguish between persons (external colleagues) eligible for an Honorary or Visiting appointment, and those who should be classed as students:

- The determination of whether a visitor should be classified as an Honorary or Visiting appointee or an Associate or Visiting student depends on the type of activity being undertaken at and with Brunel.
- Anyone undertaking a degree elsewhere who wishes to make use of Brunel facilities and/or expertise primarily for this purpose should be enrolled as an

Associate or Visiting student, regardless of whether they may happen to be a staff member at another academic institution or their seniority or status in their permanent role.

- Visitors attending the University wholly or mainly for the purpose of attending credit-bearing or short course provision offered by the University shall be classified as Associate students or Visiting students. This includes visitors who are doing a PhD elsewhere and wish to take a specific Brunel course as part of their research training.
- Honorary or Visiting academic appointees shall not normally be appointed concurrently as Associate or Visiting students. However, if such an appointee wishes to attend a Brunel short course then their appointment may be suspended to allow them to enrol as a Visiting student for that period.
- It is particularly vital to get this right in light of visa compliance requirements and right to work legislation. Under present UK Government policy, if someone is deemed to be a student (even if they also hold another type of appointment) then this will define the main purpose of the person's relationship with the University for visa sponsorship and right to work purposes. Where a visitor requires a visa, the type of visa held must establish their right to undertake the activity in which they intend to participate at the University.

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