# Non-Stipendiary Visiting Research Student, Visiting Researcher, Visiting Scholar, Visiting Research Fellow, Professor and Emeritus Professor appointment process and nomination form

Nomination of a non-stipendiary Visiting Research Student, Visiting Scholar, Visiting Researcher, Visiting Research Fellow, Visiting Professor, Emeritus Fellow, or Emeritus Professor

# 1. Introduction

* 1. Leeds Trinity recognises the importance and value of geographical, intersectoral, inter- and trans-disciplinary mobility, and mobility between the public and private sector, in enhancing research, innovation, and professional development at any stage of the researcher’s career.
  2. This procedure sets out the process for the award and renewal of non-stipendiary Visiting Research Student, Visiting Researcher, Visiting Scholar, Visiting Research Fellow, Visiting Professor, Emeritus Fellow, or Emeritus Professor honorary appointment at the University.
  3. A non-stipendiary honorary appointment is a voluntary arrangement which allows individuals from other institutions and sectors to collaborate with LTU staff. The specific appointment will depend on the career stage of the visitor.

**1.2.1 Visiting Research Student:**

Post-Graduate research students in the UK or overseas, wanting to visit Leeds Trinity to work with our researchers/practitioners, for a maximum period of six months, can be appointed as Visiting Research Students.

Visiting Research Student: postgraduates researchers registered elsewhere on Programmes at Level 7/8 (e.g. MRes, MBr, PhD, DPhil etc.), i.e., researchers who have not yet been awarded a PhD, including individuals doing research under supervision elsewhere in industry, research institutes or universities. (R1 Researcher)

**1.2.2 Visiting Researcher/Scholar (Researcher/Knowledge Exchange Practitioner):**

Those wanting to visit Leeds Trinity to work with our researchers/practitioners, or in our research/KE facilities can be appointed as a non-stipendiary Visiting Scholar or Visiting Researcher, e.g., as a post-doctoral or early career researcher funded by a research body externally.

Visiting Researcher/Scholar: a researcher who has completed their PhD/Professional equivalent and are considered a recognized researcher, but not yet fully independent, working elsewhere in academia, in industry, research institutes or universities in the UK or overseas. (R2 Researcher)

**1.2.3 Visiting Research Fellow/Knowledge Exchange Fellow:**

A non-stipendiary, Visiting Research Fellow/Knowledge Exchange Fellow title is offered in recognition of a significant contribution to research in collaboration/expectation of collaboration with University staff in Research (including in pedagogy and teaching), R&D, Innovation, Knowledge Exchange, or Professional Practice, or provide other significant contributions giving ‘added value’ to the research, impact and innovation activities of Leeds Trinity University.

Visiting Research Fellow/Knowledge Exchange Fellow: those who have developed a level of independence and can be described as an established researcher or practitioner. Candidates may already hold, or have held, similar, substantive positions at recognised universities. A higher degree (PhD/Professional equivalent) is required. (R3 Researcher)

**1.2.4 Visiting Professor/Honorary Professor**

A non-stipendiary, Honorary/Visiting Professorship is conferred on a person with involvement in the University that is regular and significant. The appointee should be of an academic standing equivalent to that of Professor. There must be a substantial connection with the University and the candidate must be academically qualified for the status. They will be a leading international authority in their subject including an outstanding contribution to research, or practice, or education or combination of these.

Honorary/Visiting Professors: are leading researchers, and normally already hold a Chair or equivalent in another University. Those of appropriate standing in other backgrounds (e.g. public office) can be considered as Honorary/Visiting Professors. They may be a team leader of a research group or head of an industry R&D laboratory. (R4 Researcher)

**1.2.5 Emeritus Fellow, Emeritus Professor**

The **Emeritus** title is awarded to retired Associate Professors/Readers, or Professors who have made an exceptional contribution in academic leadership (including research, teaching or professional practice).

By virtue of the title, Emeritus Fellow or Emeritus Professors cannot be employees of the University. Should anyone holding an Emeritus title return to paid employment in an academic role at another institution at any time, the University may deem it appropriate to recognise the continued association with a different title. The title could be proposed to change to VP/Honorary VP via a revised nomination form, or through re-employment at LTU may revert to Professor by title.

1.3 All visiting appointments will have access to their funders’ award, if any, or Faculty/Institute, or Research Centre approved research funds, through our Finance Office. There is a desk fee for visits lasting more than three months, that must be paid in full before your appointment start date, however this may be waived with the agreement of the Dean of the proposing Faculty/Institute/Centre/Research Centre/Directorate, and the Dean of Research or their nominee. The visiting appointee will normally be given a university e-mail and OneDrive account, and access to the desk space, library, virtual working and research facilities needed to undertake their agreed programme of work. The Faculty/Institute or Research Centre will be responsible for making these arrangements.

1.4 No budget for accommodation, travel or resources will be included in the appointment. It will be the responsibility of the Faculty/Institute, Department or Research Centre to which the appointment is attached to ensure that any requirements are reasonable and within existing School/Faculty/Research Centre and service resources.

1.5 All research conducted as part of the appointment should be approved by the relevant Faculty/Institute Research Ethics & Integrity Committee in line with its normal operating procedures and requirements, and Visitors are appointed in line with the Trusted Researcher process of due diligence. The home Faculty/Institute must also ensure that visitors can undertake their programme of work safely, adjusted for disability access needs, and managed with any caring responsibilities they may have in line with university policy.

1.6 Co-authorship evidences the constructive relationship that the University expects to be developed through these mobility arrangements. All career stages have a right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents etc. arising from the programme of work. Outputs arising from research performed as part of the appointment must be proportionately credited to Leeds Trinity University.

1.7 For accountability, at the end of the period of appointment Visitors will be required to submit a summary report on the activities undertaken to their appointing Faculty/Institute, School, or Research Centre for submission to RKEC.

1.8 Any attendance monitoring requirements will be undertaken within the Faculty/Institute by the proposer.

1.9 Nominations must comply with the current [UKVI](https://www.gov.uk/government/organisations/uk-visas-and-immigration) regulations.

1.10 All appointments must comply with the University’s [GDPR](https://www.leedstrinity.ac.uk/freedom-of-information/) regulations and data processing and storage requirements and act in accordance with these policies at all times.

1.11 A visiting or honorary appointment will potentially be privy to confidential information and Intellectual Property belonging to the University, its staff, or relating to its affairs. This must be always treated in the strictest of confidence and must not be disclosed to any third party without the written consent of the University. Any confidential records, documents or papers (or copies thereof), remain the property of the University and must be returned at the end of the appointment.

1.12 Leeds Trinity University aims to provide a compassionate, respectful, and inclusive environment which is free from harassment, bullying or unfair discrimination. The University expects that all individuals will be treated with respect and consideration. Please refer to the [Dignity at Work and Study Policy](https://leedstrinity.sharepoint.com/:b:/r/sites/HumanResources/EmployeeInformation/Dignity%20at%20Work%20and%20Study%20Policy.pdf?csf=1&web=1&e=1stcwG).

# 2. Nominations and Appointment Process

It is important that adequate resources are available in support of the agreed work programme. Researchers must be able to undertake the programme of work in conditions that observe health and safety regulations. Researchers at all career stages, should be able to complete the programme of work in such a way as to allow the flexibility needed for successful research performance, and in such a way as to allow those with caring responsibilities to combine these with the programme of work.

Any associated budgets, specific IT software/resources, email accounts, OneDrive space, desk space, access to necessary library resources, research facilities and equipment etc. will be arranged on a case-by-case basis by the proposing Dean/HoS/Dir. Directorate/Research Centre, in liaison with the appropriate service/department prior to receipt of the nomination at RKEC.

There are four deadlines for applications each year:

* Autumn: 1st October
* Winter: 31st January
* Spring: 31st March
* Summer: 31st May

Applications received before the deadline will be considered at the next relevant RKEC meeting that term. Applications received after the deadline will not be considered until the following meeting, so please ensure you submit your application in plenty of time.

Before submission, the proposing Faculty/Institute/Centre/Research Centre/Directorate must liaise with HR re UKVI checks.

* 1. Submissions for appointment/re-appointment to Visiting/Honorary/Emeritus roles will be made to the Research & Knowledge Exchange Committee (RKEC) via the Secretary.
  2. Submissions should be made on the “Nomination of a non-stipendiary Visiting Research Student, Visiting Scholar, Visiting Researcher, Visiting Research Fellow, Visiting Professor, Emeritus Fellow, or Emeritus Professor form (Appendix A) and all sections of the form should be completed. Incomplete forms will not be considered.
  3. All nominations require approval by the relevant Head of School/Dir. Directorate/Research Centre, and Dean of Faculty/Institute before submission. Unsigned forms will not be considered.
  4. RKEC will consider all submissions in light of the institution’s current research, knowledge exchange and impact objectives/strategies, and may make recommendations for the title of award to be amended where this is deemed appropriate.
  5. RKEC (secretary) will submit the recommendation from RKEC to Academic Board, for approval, at the next meeting of the Academic Board and/or Chairs action will be sought.

# 3. Confirmation of Appointment

* 1. Academic Board (secretary) will inform the Proposer, Dean of Faculty/Institute/Dir. Directorate/Research Centre, Human Resources via [HR@leedstrinity.ac.uk](mailto:HR@leedstrinity.ac.uk) and the RKEC secretary of successful appointments. Data will be stored in accordance with the LTU [Data protection Policies](https://www.leedstrinity.ac.uk/freedom-of-information/) and [Record Retention Schedules](https://www.leedstrinity.ac.uk/media/site-assets/documents/key-documents/pdfs/records-retention-schedule.pdf)
  2. Letters of engagement to approved candidates will be issued by Human Resources. Following acceptance of the terms of engagement, Faculty/Institute/Directorate will arrange relevant IT and library access. Faculties/Institute will make arrangement for LTU ID cards to be issued.
  3. The Dean of Faculty/Institute, or Dir. Directorate/RC will be responsible for informing the nominee where nominations have been declined by RKEC and/or Academic Board.

# 4. Re-appointments

* 1. RKEC will receive a list of existing appointments as a standing item at each committee meeting and review the appointments for those whose term is coming to an end.
  2. If the Faculty/Institute, Department or Research Centre wishes to extend an appointment, they should submit a request to RKEC, detailing the new end date and the reasons for the extension request in good time.
  3. RKEC will consider cases for re-appointments and inform Academic Board of any recommendations.
  4. Academic Board (secretary) will inform the Proposer, Dean of Faculty/Institute, Head of Department, Human Resources and RKEC (secretary) of extensions.
  5. Letters of will be issued by Human Resources confirming the date of extension.

4.6 Submissions should be made on the “Nomination of re-appointment (extension) of a non-stipendiary Visiting Research Student, Visiting Scholar, Visiting Researcher, Visiting Research Fellow, Visiting Professor, Emeritus Fellow, or Emeritus Professor form (Appendix B) and all sections of the form should be completed. Incomplete forms will not be considered.

# 5. END OF APPOINTMENT

5.1 Where an appointment is coming to an end and will not be renewed RKEC (secretary) will inform Human Resources a minimum of 2 months prior to the appointment end date. The Dean of Faculty/Institute, or Dir. RC, or Head of School, or Dir. will inform the individual and request final report for submission to RKEC (secretary).

5.2 Appointments may be terminated by either part in advance of the appointment end date by providing one month’s written notice.

# Nomination of a non-stipendiary Visiting Research Student, Visiting Scholar, Visiting Researcher, Visiting Fellow, Visiting Professor, Emeritus Fellow, and Emeritus Professor

## Summary of the criteria for appointments

1. Appointments are open to current postgraduate researchers, postdoctoral researchers, and staff, including individuals doing research under supervision as ESRs, ECRs, or independently, in industry, research institutes or universities, in the UK or overseas, or former or retiring staff of Leeds Trinity, who intend to work with or collaborate in Research (including in pedagogy and teaching), R&D, Innovation, Knowledge Exchange, Professional Practice, or provide other significant contributions giving ‘added value’ through mobility arrangements to the research, knowledge exchange, impact and innovation activities of Leeds Trinity University.
2. Applications can be made by any member of Leeds Trinity academic staff using the attached Nomination Form and supported by the relevant Head of School, Dean of Faculty/Institute, Dir. Directorate, Dir. Centre, and/or Dir. Research Centre as relevant. A curriculum vitae (including recent relevant publications/outputs list) must be attached to the Nomination Form.
3. Applications will be considered by the Research and Knowledge Exchange Committee (RKEC). If the criteria for award has been met, RKEC will then make a recommendation for appointment to Academic Board.
4. Awards will be conferred for periods of up to three years in the first instance, except for visiting research students who will be awarded for a maximum period of six months, and Emeritus, but applications for an extension of this period or reappointment can be made to the Chair of the RKEC (through the secretary) within the final year of tenure.
5. It will be the responsibility of the School, Directorate, Centre, Research Centre, or Faculty/Institute, to which the individual will be attached to ensure that any facilities/service/resource requirements can be met within existing Faculty/Institute resources. All approved appointments must have access to their approved research funds, through the Finance Office.
6. Any outputs arising from research conducted as part of the appointment should be attributed to the Institution and loaded into the institutional repository in line with Open Access requirements. Collaboration, where relevant, must be recognised in addition through co-authorship/citation.
7. Visitors, Fellows and Professors appointed will be required to submit an annual progress report to their School/Centre/Research Centre via Faculty/Institute Board/Directorate management committee, and to the RKEC for information, also a summary report at the end of the period of the appointment.

Please send your completed form to the RKEC Secretary [research@leedstrinity.ac.uk](mailto:e.brook@leedstrinity.ac.uk)

## Operational notes

1. All references will be taken up by the Faculty/Institute ***prior*** to submission of the nomination to RKEC, and processed and stored by the relevant Faculty/Institute/Directorate in accordance with LTU [GDPR](https://www.leedstrinity.ac.uk/freedom-of-information/) regulations. References should *not* normally be passed to RKEC.
2. HR will be responsible for obtaining and confirming photo ID verification on commencement. Verification documents must not be retained within the Faculty/Institute/Directorate.
3. Following approval in accordance with the LTU [Records Retention Schedules](https://www.leedstrinity.ac.uk/media/site-assets/documents/key-documents/pdfs/records-retention-schedule.pdf)

Nomination forms *only* will be stored within the Faculty/Institute and the Research & Knowledge Exchange Office for reference, Human Resources will retain all forms and CV’s. Nomination tracking tables will be maintained by RKEC and Human Resources, and be presented to each meeting of RKEC by the secretary as ‘reserved business’

# Appendix A

# Nomination of a non-stipendiary Visiting Research Student, Visiting Scholar, Visiting Researcher, Visiting Research Fellow, Visiting Professor, Emeritus Fellow, or Emeritus Professor form

To be completed by the proposer:

UKVI check completed by the proposer: Choose an item.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Nomination | Choose an item. | |  | | | | |
|  |  | |  | | | | |
| Surname |  | | Forename(s) | |  | | |
| Present Appointment |  | | Institution | |  | | |
| Address |  | | | | | | |
| Contact Details | | | | | | | |
| Email address |  | | Phone | |  | | |
| Host Department, or School, or Faculty, or Research Centre or Directorate at Leeds Trinity |  | | | | | | |
| Collaborating staff |  | | | | | | |
| Proposed Start Date |  | | | | | | |
| Proposed end Date |  | | | | | | |
| Research Project Title  (if applicable) |  | | | | | | |
| Details of grant associated with project including funding body and awarded amount (if applicable) | | | | | | | |
|  | | | | | | | |
| Brief description of the proposed research contribution (including project milestones and publication plans) if appropriate/mobility. | | | | | | | |
|  | | | | | | | |
| Expected Outputs or Value to Leeds Trinity |  | | | | | | |
| Facilities/Resources Required |  | | | | | | |
| Names & Contact Details of Referees |  | | |  | | | |
| References approved by the Faculty/Institute/Directorate | Name: | | | Date: | | | |
| Signed (by proposer) |  | | | Date | | | |
| **Statement of Support by Head of Host Department/School, Dean of Faculty, or Dir. Research Centre, or Directorate at Leeds Trinity** | | | | | | | |
| Signed (by Head/Dean/Dir.) | |  | | | | Date |  |
| Signed by (Dean of Faculty/Institute) | |  | | | |  |  |

**Please attach proposed Fellow/Professor’s CV**

Section to be completed by RKEC:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RKEC decision** | Approve the Award | |  | Reject the Award | |  |
| Rationale: | | | | | | |
| Chair of RKEC (signature) | |  | | | Date |  |

# Appendix B

# Nomination for re-appointment (extension) of a non-stipendiary Visiting Research Student, Visiting Scholar, Visiting Researcher, Visiting Research Fellow, Visiting Professor, Emeritus Fellow, or Emeritus Professor form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Nomination | Choose an item. | |  | | | | |
|  | |  | | | | |
| Surname |  | | Forename(s) | |  | | |
| Host Department, or School, or Faculty, or Research Centre or Directorate at Leeds Trinity |  | | | | | | |
| Collaborating staff |  | | | | | | |
| Current end date |  | | | | | | |
| Proposed end Date |  | | | | | | |
| Reason for extension request | | | | | | | |
|  | | | | | | | |
| Signed (by proposer) |  | | | Date | | | |
| **Statement of Support by Head of Host Department, or School, or Dean of Faculty/Inst, or Dir. Research Centre or Directorate at Leeds Trinity** | | | | | | | |
| Signed (by HoD/HoS/ Dir.RC) | |  | | | | Date |  |
| Signed by (Dean of Faculty/Institute/Directorate) | |  | | | |  |  |

Section to be completed by RKEC:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RKEC decision** | Approve | |  | Reject | |  |
| Rationale: | | | | | | |
| Signed Chair of RKEC | |  | | | Date |  |