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**Visiting Faculty Policy & Procedures**

1. **SCOPE AND PURPOSE**

This policy is applicable to the appointment of all visiting researchers and students.

This policy must be followed by any BU staff appointing visiting researchers or students for Bournemouth University.

This policy must align to the appointment regulations (as outlined in Appendix 1) owned and published by the Office of the Vice-Chancellor.

1. **KEY RESPONSIBILITIES**

The responsibility of managing the following processes will be held by the respective Faculty.

1. **EQUALITY, DIVERSITY AND INCLUSIVITY**

BU aims to create a work and study environment for students, staff and visitors to BU, where different values and beliefs can be freely expressed and openly discussed and will do what it can to encourage open and respectful debate around equality and diversity issues. In pursuit of this it is essential that no person shall experience more or less favourable treatment on the grounds of disability, gender, gender expression and identity, sexual orientation, marital or parental status, age, race, colour, ethnic origin, nationality (subject to UK Visa & Immigration permission), trade union membership and activity, political or religious beliefs, socio-economic background and any other distinction.

In implementing the policy, BU is committed to ensuring that:

* + we treat all individuals fairly and with dignity and respect.
  + the opportunities we provide are open to all.
  + we provide a safe, supportive, and welcoming environment.
  + no person experiences more or less favourable treatment on the grounds of a protected characteristic.

1. **LINKS TO OTHER BU DOCUMENTS**

[Acceptable Use Policy](http://intranetsp.bournemouth.ac.uk/policy/Acceptable%20Use%20Policy.pdf)

[Conflict of Interest](http://intranetsp.bournemouth.ac.uk/policy/Conflicts_of_Interest_Policy_and_Procedures%20v4.doc)

[Data Protection Policy](http://intranetsp.bournemouth.ac.uk/policy/Data%20Protection%20Policy%20for%20Staff%20and%20BU%20Representatives.docx)

[Equality & Diversity Policy](http://intranetsp.bournemouth.ac.uk/policy/dignity-diversity-and-equality-policy.doc)

[Financial Regulations](https://intranetsp.bournemouth.ac.uk/policy/BU%20Financial%20Regulations.pdf)

[General Conduct](http://intranetsp.bournemouth.ac.uk/policy/general-conduct.docx)

[Health & Safety Policies](https://staffintranet.bournemouth.ac.uk/workingatbu/healthsafetywellbeing/hsfire/)

[Information Security Policy](http://intranetsp.bournemouth.ac.uk/policy/Information%20Security%20Policy.pdf)

[Intellectual Property Policy](http://intranetsp.bournemouth.ac.uk/policy/Intellectual%20Property%20Policy.doc)

[Immigration Guidelines on Academic and Business Visitors](https://intranetsp.bournemouth.ac.uk/policy/Guidelines%20on%20Academic%20and%20Business%20Visitors.docx)

[Immigration Overseas Visitor Guidance](https://intranetsp.bournemouth.ac.uk/policy/Overseas%20Visitors.docx)

[Immigration Regulations (Guidance)](https://intranetsp.bournemouth.ac.uk/policy/Immigration%20Regulations%20(Guidance).docx)

[Immigration Guidelines on Employing Temporary Workers](https://intranetsp.bournemouth.ac.uk/policy/Immigration%20Regulations%20(Guidance).docx)

[Research Ethics Code of Practice](https://intranetsp.bournemouth.ac.uk/pandptest/8B-research-ethics-code-of-practice.pdf)

[Staff and Visitors Expenses Policy](https://intranetsp.bournemouth.ac.uk/policy/Staff%20and%20Visitors%20Expenses%20Policy.pdf)

1. **APPOINTMENT**

**5.1 Titles**

1. Visiting Faculty may be appointed to one of the following roles:
   * Visiting Professor
   * Visiting Fellow
   * Visiting Researcher
   * Visiting Postgraduate Research Student
2. In determining the level of appointment, the decision will take account of the relevant experience, seniority, qualifications and/or publications (where appropriate) of the appointee, together with the nature of the duties and the planned contribution to the University. Professors will be assessed on a similar basis to that used in making substantive appointments at the same level.

**5.2 Period of Appointment**

1. Appointments are usually made for three years but may be for a shorter period if requested by the Faculty.
2. Appointments are not subject to automatic renewal.
3. Appointments can start at any time of the year.

**5.3 Guide to Appointment**

1. Visiting Faculty cannot be employees of the University; this includes part-time and casual employment.
2. Appointments are offered on the basis that the duties attached to them will be agreed between the Executive Dean of Faculty (or a member of faculty academic staff by delegated authority) and the appointee. In practice, Visiting Faculty are engaged in a wide range of activities including teaching, research, programme development, contract funding and external liaison.
3. There is no remuneration or University honorarium attached to Visiting Faculty appointments.
   1. Faculties may reimburse reasonable out of pocket expenses from their own budgets. Expenses will only be reimbursed if they are in accordance with the terms of the current University [Staff and Visitors Expenses Policy.](https://intranetsp.bournemouth.ac.uk/policy/Staff%20and%20Visitors%20Expenses%20Policy.pdf)
   2. The appointing Faculty may agree to pay a fee to the appointment of Visiting Faculty. Any such fee is at the discretion of the Faculty and must be relevant to the work to be undertaken and the resources and facilities that will be used by the Visiting Faculty member.
4. Visiting Faculty must familiarise themselves with University rules, regulations and polices including the [Research Ethics Code of Practice](https://intranetsp.bournemouth.ac.uk/documentsrep/8B-research-ethics-code-of-practice.pdf), [Conflicts of Interest](http://intranetsp.bournemouth.ac.uk/policy/Conflicts_of_Interest_Policy_and_Procedures%20v4.doc), [Equality & Diversity Policy](http://intranetsp.bournemouth.ac.uk/policy/dignity-diversity-and-equality-policy.doc), [General Conduct](http://intranetsp.bournemouth.ac.uk/policy/general-conduct.docx), Intellectual Property Policy and the Health and Safety policies before commencing their appointment and ensure they comply with these for the duration of their appointment.
5. In accepting their appointment, the member of Visiting Faculty agrees to be bound by the terms of the University [Data Protection Policy](https://intranetsp.bournemouth.ac.uk/policy/Data%20Protection%20Policy%20for%20Staff%20and%20BU%20Representatives.docx) , its associated confidentiality provisions and associated mandatory training.
6. Visiting Faculty should conduct themselves in a professional and orderly manner during their appointment. Any occurrences of misconduct will be assessed by the Executive Dean of the Faculty or the Head of Department to determine whether the appointment should be ended, subject to a one-month notice period or in the case of serious misconduct without any notice.
7. An appointment may be ended by the Vice-Chancellor or nominee at any time without giving any notice.
8. BU will provide an email account and access to the University Library for the duration of the appointment.
   1. In accepting their appointment, the member of Visiting Faculty agrees to complete of essential training, terms of the BU Acceptable Use Policy and BU’s Information Security.
   2. In line with the University Immigration Regulations (Guidance), [Immigration Guidelines on Academic and Business Visitors](http://intranetsp.bournemouth.ac.uk/policy/Guidelines%20on%20Academic%20and%20Business%20Visitors.docx) and Immigration [Overseas Visitor Guidance](http://intranetsp.bournemouth.ac.uk/policy/Overseas%20Visitors.docx), the member of Visiting Faculty must ensure they are eligible to remain in the UK for the duration of each assignment.
   3. Where necessary, the Academic may require appropriate visa entry clearance.
   4. Faculties are also reminded of the need, in some cases, to obtain Sponsorships for Visiting Faculty before they commence their appointment. Information on [immigration rules](https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/) can be obtained from Human Resources who can be contacted at [buvi@bournemouth.ac.uk](mailto:buvi@bournemouth.ac.uk).
   5. All eligibility documents must be verified and recorded by the relevant Faculty or, in the case of sponsorship within Human Resources.
9. Faculties should ensure that academic members of staff are aware that they may not discuss inviting anyone to the University on a visiting appointment without first investigating with the Executive Dean of Faculty the appropriateness of the appointment and consulting Human Resources where there are immigration requirements to consider. No appointment can be made except in accordance with the procedures below.
10. **NOMINATION PROCESS**

6.1 Before any appointment can be made, a nomination must be completed and approved as set out below.

* 1. Nominations should include:
  2. a nomination form
  3. a CV to include publication details
  4. references and evidence of the right to work in the UK.
  5. All nominees are invited to complete to complete an Equality Monitoring Form (include link). Please return to Human Resources via email at [pthp@bournemouth.ac.uk](mailto:pthp@bournemouth.ac.uk). BU will record and retain the information separately to the application process and the data is used for monitoring purposes only. Personal data will be used to generate anonymised and aggregated statistics.
  6. Nominations should be submitted to the Faculty Academic Board for approval.

1. Visiting Fellow, Visiting Researcher and Visiting Postgraduate Research Students may be approved by the Faculty Academic Board.
2. The Faculty should write to the Visiting Fellow, Visiting Researcher or Visiting Postgraduate Research Student advising of their status and must include a copy of Appendix 1 ‘Terms of Visiting Faculty Appointment’.
3. The Faculty should notify [Human Resources](mailto:pthp@bournemouth.ac.uk?subject=Visiting%20Faculty) of the appointment and arrange IT log on and Library access where appropriate
   1. Visiting Professor appointments are made by the Vice Chancellor and Deputy Vice Chancellor.
4. If the Faculty Academic Board approves a Visiting Professor, the nomination should be forwarded for consideration to the Vice Chancellor and Deputy Vice Chancellor, via the Executive Officer to the Chief Operating Officer.
5. The Executive Officer to the Chief Operating Officer presents the nomination to the Vice Chancellor and Deputy Vice Chancellor.
6. The Vice Chancellor and Deputy Vice Chancellor consider and advise whether or not they approve the appointment.
7. Where the appointment is unsuccessful, the Faculty and Human Resources will be notified, and the Faculty should advise the nominee.
8. Successful appointments will be notified to the Faculty and Human Resources.
9. The Chief Operating Officer, via the Executive Officer, will write to the Visiting Professor on behalf of the Vice Chancellor to advise them of the award, and will include Appendix 1 Terms and conditions for Visiting Professor / Visiting Fellow.
10. The Faculty and Human Resources will receive a copy of the appointment letter and will arrange IT log on and Library access where appropriate.
11. **REASONABLE ADJUSTMENTS**

BU wants all staff to feel included and supported during their time at the university. It is recognised that staff may require additional assistance to undertake their role or access services. Further information can be found via the staff intranet or by contacting Human Resources for assistance.

**APPENDICES**

**Appendix 1**

**Terms and conditions for Visiting Faculty**

* Appointments are offered on the basis that the duties attaching to them will be agreed between the Executive Dean of Faculty (or, by delegated authority) and the appointee.
* You are required to familiarise yourself with Bournemouth University rules, regulations and polices including the [Research Ethics Code of Practice](https://intranetsp.bournemouth.ac.uk/documentsrep/8B-research-ethics-code-of-practice.pdf), [Conflicts of Interest](http://intranetsp.bournemouth.ac.uk/policy/Conflicts_of_Interest_Policy_and_Procedures%20v4.doc), [Equality & Diversity Policy](http://intranetsp.bournemouth.ac.uk/policy/dignity-diversity-and-equality-policy.doc), [General Conduct](http://intranetsp.bournemouth.ac.uk/policy/general-conduct.docx), Intellectual Property Policy and the Health and Safety policies and ensure compliance with these for the duration of your appointment. In accepting your appointment, you are agreeing to be bound by the terms of the University Data Protection Policy and its associated confidentiality provisions.
* You will complete all essential and mandatory training as required by the University.
* You must conduct yourself in a professional and orderly manner during your appointment.
* You will declare proactively to the Chief Operating Officer any potential conflicts of interest relating to your work at Bournemouth University as soon as such conflicts become apparent. If during your period of appointment your personal circumstances change in any way that might provide a conflict of interest for you in your role, you are to declare the circumstances to the Chief Operating Officer.
* Bournemouth University will provide you with an email account and access to the University Library for the duration of the appointment. In accepting your appointment, you agree to be bound by the terms of the BU [Acceptable User Policy](http://intranetsp.bournemouth.ac.uk/policy/Acceptable%20Use%20Policy.pdf), the [Data Protection Policy](https://intranetsp.bournemouth.ac.uk/policy/Data%20Protection%20Policy%20for%20Staff%20and%20BU%20Representatives.docx) and BU’s [Information Security Policy](http://intranetsp.bournemouth.ac.uk/policy/Information%20Security%20Policy.pdf). You also agree to comply with BU’s mandatory training requirements in relation to information security.
* If you are based outside of the UK, you must ensure you have the eligibility to enter and visit the UK for the duration of assignment. When requested, you must be able to provide sufficient evidence to BU to show compliance with UK Visa & Immigration Service regulations.
* In accepting this appointment, you agree to exercise your responsibilities with independence and discretion, respecting confidentiality, personal data and commercially sensitive information as necessary.
* You will in accepting this appointment, you agree to act responsibly and not to bring the University into disrepute.
* If you choose to resign from your appointment, you will be expected to give one months’ notice. If your performance or conduct as a member of Bournemouth University’s visiting faculty is deemed unsatisfactory, your appointment may be terminated without notice.
* An appointment may be ended by the Vice-Chancellor or nominee at any time without giving any notice.

**To support you in the role, the University will:**

* + Provide you with information relevant to your role as Visiting Faculty.
  + Provide access to Library and Learning Facilities, both online and in person, together with access to IT software available to members of the Bournemouth University community.