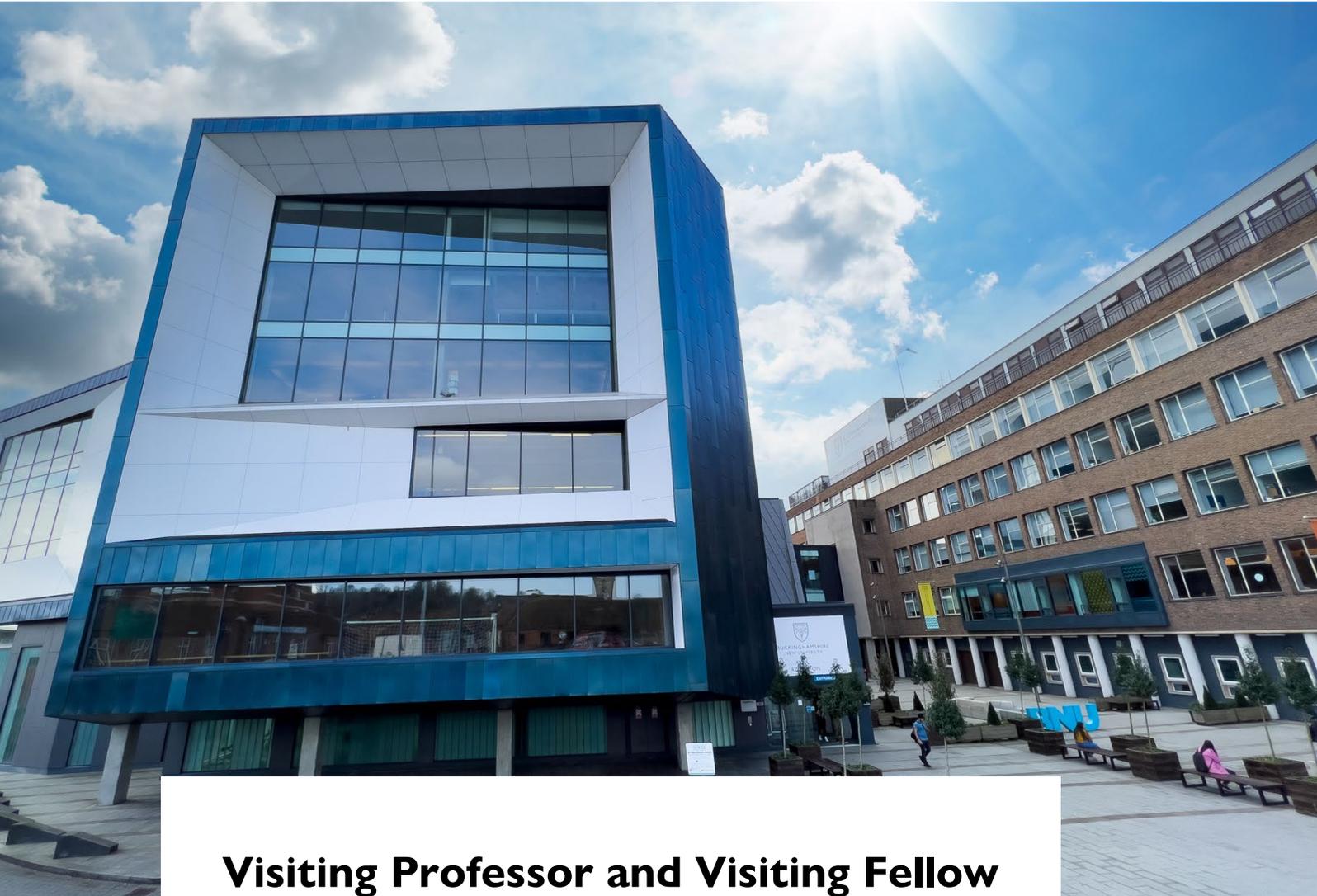




BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



Visiting Professor and Visiting Fellow Policy

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Purpose

1. At Buckinghamshire New University (BNU), we take pride in our commitment to fostering a dynamic and inclusive research culture, recognising the invaluable contributions of researchers, scholars, and academics from diverse backgrounds. The University views the appointment of Visiting Professors and Visiting Fellows as being an important contributor to this environment, where the exchange of ideas flourishes, collaborative research endeavours thrive, and meaningful interactions among diverse voices are encouraged.
2. The purpose of this policy is to set out the process for the award and renewal of appointments of Visiting Professors and Visiting Fellows at BNU.
3. The status of Visiting Professor and Visiting Fellow is an honorary association with BNU and the benefits to BNU are primarily research or teaching based.
4. When nominating an individual, Schools should consider the benefit the relationship will bring to the University, how this aligns with BNU strategy and the likely costs/resources that will be involved in hosting a visiting researcher both as a School and University.

Definitions

Visiting Professors

5. This title is reserved for individuals of exceptional academic and/or professional standing who collaborate in a significant way with BNU on research and/or teaching programmes to produce measurable outcomes. Individuals may be staff from other higher education institutions or with appropriate standing in industry, commerce, the public sector, not for profit/NGO organisations or relevant professions.
6. Academic candidates are at professor level and are expected to demonstrate excellence in academic achievement, with a record of notable contributions to research, learning and teaching and/or wider knowledge exchange impact.
7. Individuals from business, industry, the public sector and associated professions should have distinguished themselves through notable achievements and influence at a senior level within professional bodies, organisations, or institutions. They are expected to have achieved recognition for contributions that have positively impacted their respective sectors, demonstrating a commitment to excellence in their profession and society.
8. Conferment of this title will be awarded for an initial maximum period of five years. This can be renewed where collaborative work and outputs continue after this period. The title lapses on termination of collaboration.

Visiting Fellows

9. This title shall be conferred where the individual can demonstrate considerable academic distinction and/or professional standing, typically from lecturer to associate professor level. Academic candidates should demonstrate a proven track record in academic achievement, reflecting BNU's educational and research profile. Individuals from industry must have a proven, established record in business, industry or the public sector and should be able to demonstrate high quality activity and some influence on professional bodies and/or professional attainment.
10. Conferment of this title will be awarded for an initial maximum period of three years. This can be renewed where collaborative work and outputs continue after this period. The title lapses on termination of collaboration.

Access to Resources

11. None of the above positions are employees of BNU. Visiting Professor and Visiting Fellow roles do not involve remuneration.
12. Normally all appointments will be provided with
 - An email account to enable access to academic resources, such as the Library and e-resources;
 - Office space (typically a hot desk)
 - ID card, providing access to appropriate areas of the campus.
13. Visiting Professors and Visiting Fellows will be expected to acknowledge their affiliation with BNU in any scholarly works and relevant activities during the period of the association.
14. Visiting Professors and Visiting Fellows must seek authorisation from the Head of School to use BNU's logo or brand prior to use.

Nominations and Appointment Process

15. All appointments are expected to comply with BNU's [DRIVE values](#) and [policies](#). These expectations are outlined in the following policies Code of Conduct, Conflict of Interest, Anti-Fraud and Corruption policy, Respect, Fairness and Inclusion Policy and Transgender Policy, thus ensuring that BNU continues to remain a place of mutual respect and inclusivity.
16. All appointments are expected to comply with BNU's [policies](#). The expectations outlined in the [Code of Conduct](#), Conflict of Interest, Anti-Fraud and Corruption policy, Respect, Fairness and Inclusion Policy and Transgender Policy ensures that BNU continues to remain a

place of mutual respect and inclusivity.

17. Nominations must comply with the current [UKVI](#) regulations.
18. All applications must be made using the Application/Annual Report form. This can be located on BNU's staff intranet on the [Visiting Professor and Visiting Fellows page](#).
19. Applications should include sufficient detail about the background of the candidate taking account of the criteria for professorships.
20. The application will be reviewed by the School and considered against the School and University's strategic objectives and the person's standing in their own field or discipline.
21. Once approved at School level, the form must be submitted to the Research and Enterprise Directorate (RED). The application will be considered, giving particular attention to
 - the person's standing in their own field or discipline;
 - the expected contribution to the University's activities;
 - the anticipated commitment to the mission of BNU's Research and Enterprise strategy.
22. Upon approval from the RED team, the form will be submitted to the Research and Enterprise Committee (REC). The application will be considered, giving particular attention to
 - the expected contribution to the University's activities;
 - the anticipated commitment to the mission of BNU's Research and Enterprise strategy.
23. Upon approval from REC, the form will be sent to the Vice-Chancellor for final approval. The application will be considered in line with the anticipated commitment to BNU's mission and strategy.

Confirmation of Appointment

24. The Vice-Chancellor's Office will inform the relevant Head of School, the Director of Research and Enterprise, and Human Resources of the decision at the earliest opportunity.
25. If the application is successful, the Vice-Chancellor's Office will inform the applicant of the decision at the earliest opportunity.
26. If the application is unsuccessful, the Head of School will inform the applicant of the decision at the earliest opportunity.
27. Access to IT services must be requested separately using the 'IT request form for Visiting Appointments'. This can be located on BNU's staff intranet on the [Visiting Professor and](#)

[Visiting Fellows page](#). The form will require Head of School authorisation and should then be sent to RED to facilitate HR sign-off and submission to Digital and Technical Services.

Annual Review

28. All appointments will be reviewed annually through the submission of an Annual Report. BNU reserves the right to end the appointment if the collaboration is no longer active.
29. The Annual Report must be made using the Annual Report Form. This can be located on BNU's staff intranet on the [Visiting Professor and Visiting Fellows page](#).
30. The Annual Report will be reviewed by the Director of Research and Enterprise and the Research and Enterprise Committee.
31. RED will contact the Visiting Professors/ Visiting Fellows with any queries. Unless directly contacted by RED, the appointment will continue as per the original agreement.

End of Appointment

29. RED will keep a record of the appointment period and alert the Head of School near its termination date.
30. The title of Visiting Professor/ Visiting Fellow will lapse on termination of collaboration.

Appendix 1: Equality Impact Assessment

As a university, we are committed to enhancing equality, diversity and inclusion (EDI). We have a legal (Equality Act 2010) and ethical obligation to ensure our policies, systems and processes are fair, inclusive and ensure every member of the BNU community can thrive.

Whilst we all have protected characteristics, we know there are certain characteristics and communities that are marginalised and underrepresented in Higher Education and the workplace. These are: different ethnicities (including Gypsy, Roma, Traveller, Showmen and Boaters, migrants, refugees and asylum seekers) Disabled individuals; neurodiverse individuals; pregnancy (including maternity and paternity impact); the LGBT+ community; carers; people of different faiths; people impacted by menopause and individuals from a range of backgrounds including: socio-economic disadvantage, homeless, alcohol and/or substance misuse, people experiencing domestic and/or sexual violence, ex-armed forces, looked after children and care leavers. We also know individuals have multiple intersectional experiences and different points in their lives and careers.

1. With reference to the above characteristics, in what ways does this policy enhance equality and the access of opportunity at BNU?

This policy uses the most up to date template and will be publicly available via BNU's website. This ensures that it fully complies with BNU accessibility requirements. Applications are open to anyone with a research profile external to BNU whose work aligns with BNU research and the wider BNU community.

This policy ensures equality for all visiting appointments through a fair and rigorous nomination process. The application form contains clear guidance on the information required from the applicant and the criteria for assessment; Section D provides assessment criteria for each stage of the approval process ensuring applications are reviewed in a fair and transparent manner.

2. In what ways does the policy adversely impact individuals from marginalised and underrepresented communities?

This policy does not distinguish or impact differently between people of different characteristics and communities in any way. It is a policy which is applicable to all academic researchers whose profile aligns with the BNU research community.

BNU staff reviewing the applications undertake mandatory training in modules such as unconscious bias. Section D in the application form ensures applications are reviewed in a fair and transparent manner (see comment in section 1 above).

3. How does this proposal work towards achieving the BNU Equality Objectives as outlined in the [Equality Strategy 2023-2028](#)? Please signpost objectives and actions in the BNU Equality Strategy.

This policy aligns with

- 'Priority one: Involve and empower our community, Objective E: Link with other organisations to understand our community and share best practice'
- 'Priority three: Build a university community where people can be themselves, Objective C: Support a culture of belonging.'
- 'Priority three: Build a university community where people can be themselves, Objective D: Celebrate inclusion and the impact of our work'

It supports BNU staff to collaborate with other organisations and enhance our research profile.

Signed:



Name:

Prof. Florin Ioras

Date:

21/05/2024



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