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 that recognises 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 appointment 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 the advancement of research or teaching.

4. When nominating an individual, Colleges 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 College and a 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 organisations, non-governmental organisations (NGOs) or relevant professions.

6. Academic candidates should be at the level of Professor 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 period of 3 years with the maximum period of five years available in particular circumstances. 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 period of up to 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 a limited range of Library and e-resources
    - Office space (typically a hot desk)
    - An 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 College Dean 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

    - The Staff Code of Conduct
    - The Conflict of Interest policy
    - The Anti-Fraud and Corruption policy
    - The Respect, Fairness and Inclusion Policy
    - and the Transgender Policy.

    This ensures that BNU continues to remain a place of mutual respect and inclusivity.

16. Nominations must comply with the current UKVI regulations.

17. All applications must be made using the Application form. This can be located on BNU's staff intranet on the Visiting Professor and Visiting Fellows page.

18. Applications should include sufficient detail about the background of the candidate, taking account of the criteria for professorships.

19. The application will be reviewed by the College and considered against the College and University's strategic objectives and the person's standing in their own field or discipline.

20. Once approved at College level, the form must be submitted to the Research and Knowledge Exchange Office (RKO). 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 Knowledge Exchange strategy.

21. Upon approval from the RKO, the form will be submitted to the Pro-Vice Chancellor Academic (PVCA). 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 Knowledge Exchange strategy.

22. Upon approval from the PVCA, 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

23. The Vice-Chancellor's Office will inform the relevant College Dean, the Pro Vice-Chancellor (Academic), and the People Team of the decision at the earliest opportunity.

24. The Vice-Chancellor's Office will inform the applicant of the outcome of the application at the earliest opportunity.

25. 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 authorisation by the College Dean and should then be sent to the College Business Manager to facilitate sign-off by the People Team and submission to Digital and Technical Services.

Annual Review

26. All appointments will be reviewed every two years through the submission of a biennial Progress report.

27. BNU reserves the right to end the appointment if the collaboration is no longer active or impactful.

28. The Progress Report must be made using the Progress Report Form. This can be located on BNU's staff intranet on the Visiting Professor and Visiting Fellows page.

29. The Progress Report will be reviewed by the Pro Vice-Chancellor (Academic) and the RKO.

30. The RKO will contact the Visiting Professors/ Visiting Fellows with any queries. Unless directly contacted by the RKO, the appointment will continue as per the original agreement.

End of Appointment

29. The RKO will keep a record of the appointment period and alert the College Dean near its termination date.

30. The title of Visiting Professor / Visiting Fellow will lapse on termination of collaboration.

31. BNU will request a final report from all Visiting Professors/ Visiting Fellows which should summarise the achievements of their term. The Final Report must be made using the Final Report Form. This can be located on BNU's staff intranet on the Visiting Professor and Visiting Fellows page.

Appendix 1: Equality Impact Assessment

As a University, we are committed to enhancing equality, diversity and inclusion (EDI). We have a legal (under the 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
- 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: **Prof J M Ravalier**
Name: Jermaine Ravalier
Date: 16/02/2026

High Wycombe Campus
Queen Alexandra Road
High Wycombe
Buckinghamshire
HP11 2JZ

Aylesbury Campus
59 Walton Street
Aylesbury
Buckinghamshire
HP21 7QG

Uxbridge Campus
106 Oxford Road
Uxbridge
Middlesex
UB8 1NA

BNU based at Pinewood Studios

Pinewood Studios
Pinewood Road
Iver Heath
Buckinghamshire
SL0 0NH

Missenden Abbey
London Road
Great Missenden
Buckinghamshire
HP16 0BD

Telephone: 01494 522 141

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If you have any queries about this policy, please contact the School or Directorate responsible for the policy