

ESW Visiting and Associate Researchers - Appointment Criteria

Category	How appointed	Contract with University issued	Duration of appointment	Fees	Email address	Library Access	Electronic library access	Printing Access	Desk space	Criteria for appointment (taken from Regulations from the Office of Governance and Secretariat)	Awarded by
School Associate	Email School Administrator with request. Appointment will be confirmed with Head of School. On acceptance, School Administrator will add the individual to the ESW associates list. No forms to complete	No	1 year initially, renewable on request	No	Yes	Yes, but use only, cannot borrow books	Yes	No	No	A School Associate is someone who is associated with the School but not based at the University. Not an academic appointment, no contract issued so not covered by regulations	School
Visiting Fellow	Form available from the staff internal website. Forms to be sent to REC. Approved by HoD or Centre lead and HoS, sent to HR for processing	Yes	Variable, max 3 years, renewable	Yes (£350 a month or £1000 a term)	Yes	Yes	Yes	Yes	Yes (if needed)	The title 'Visiting' may precede the titles of Teaching or Research Fellow and may be awarded to visiting faculty who currently work for another HEI but who are based at the University for a time-limited period. The title may be awarded at a level equivalent to the academic's current post held with their employing institution. There should be a mutual benefit in the award of titles to Visiting fellow. The individual awarded the title cannot be in receipt of a salary or fee from the University.	Academic Promotions, Advancements and Titles Committee on the nomination of the HoS.
Honorary Visiting Fellow	Form available from the staff internal website. Forms to be sent to REC. Approved by HoD or Centre lead and HoS, sent to HR for processing	Yes	Variable, max 3 years, renewable	Yes (£350 a month or £1000 a term)	Yes	Yes	Yes	Yes	Yes (if needed)	The title 'Honorary' may precede the title of Teaching or Research Fellow and may be awarded to individuals who do not work for an HEI and who are not normally classified as an academic in their current employment, eg, individuals from industry. In all cases, the individuals will be leaders in their chosen field and should have an association with the University, eg, sitting on a School board. There should be a mutual benefit in the award of titles to Honorary fellow. The individual awarded the title cannot be in receipt of a salary or fee from the University.	Academic Promotions, Advancements and Titles Committee on the recommendation of the HoS.
Associate Fellow	Tutors working in the Education department on a Secondment	Yes	As per secondment agreement	No	Yes	Yes	Yes	Yes	Yes	This category only applies to those ones working on a secondment in the Department of Education	
Emeritus	Form available from the staff internal website. Forms to be sent to REC. Approved by HoD or Centre lead and HoS. Sent to VC for final approval.	Yes	Life	No	Yes	Yes	Yes	No	Yes	The title of Emeritus Professor or Emeritus Reader will apply to Professors and Readers, respectively, employed by the University on their retirement from the University. The title will be awarded subject to confirmation from the HoS that the employee will be retiring (as opposed to taking a post at another Higher Education Institution). By way of exception, where it is considered to be in the University's interest to award the relevant title to an established Professor or Reader who leaves the University to take up a post at another institution, prior to retirement, the title may be granted at the University's discretion.	Academic Promotions, Advancements and Titles Committee on the recommendation of the HoS.
Associate Researcher	Recruitment process: applicant completes the application form, provides a CV, is interviewed by Centre Lead and project PI. Thereafter references are obtained and right to work check done. Finally, the DRKEs review the application and make a recommendation. Letter is issued by REC. School Administrator adds the applicant on the system as 'associate'.	No, paid as casual work	As per School letter	No	Yes	Yes	Yes	Yes	Only on request	Associate Researchers are employed after completing an application and selection process organised by the relevant department, which registers them in the School 'pool' as an associate. They could be employed to a specific research project and assigned a line manager and also normally a mentor from within their Department. The appropriate grade for a particular piece of work is determined by reference to role description. The School supports doctoral researchers who wish to gain work experience to be part of this pool subject to approval of the student's supervisor and DDS and by doing the right to work check in case of Tier 4 students	School

Duration and Renewal of Titles:

Titles that do not have a time limit determined by a contract of employment with the University, nor by another appointment, now are for the stated period of a visit, are for a maximum (but renewable) period of three years (with the exception of Emeritus titles, which are awarded for life). This period is stated in the letter announcing the award of the title. Towards the end of the period, consideration is given to whether the person's association with the University has been sufficiently active to justify renewing the title.

The standards of behaviour - for example in relation to equalities matters - required of individuals who hold a title awarded by the University and the process by which Academic Promotions, Advancements and Titles Committee may remove a title where the University has reasonable cause to do so are set out in the Code of Practice on Visiting and Honorary Titles.