



VISITING PROFESSORS POLICY

The following information to be completed by the policy owner/custodian:	
Title	Visiting Professors Policy
Approving authority	Senate
Field of application	All staff members
Compliance to	All academic staff.
New or revised policy	New
Last date of approval	
Next review date (initiated by policy owner/custodian).	July 2015
Stakeholders consulted	DVC: Academic& Research EMC Institutional Forum Rectorate Unions
Policy Management (designation and name)	Executive Director : Research Dr B Johnson
Cross-reference	This policy is to be read in consultation with the

	Research and the Human Resource Policies
Language edited	YES / NO
Scrutinised by a legal person	YES/ NO

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VISITINGPROFESSORS POLICY

The Vaal University of Technology is growing its research culture and developing an appropriate curriculum as a University of Technology. As part of this process Visiting Professors may play a key role in providing support and additional capacity in stimulating research, supporting research development and developing the institutions qualification offerings.

1. Definition

The Visiting prefix is used to designate one who:

- 1.1 Is appointed temporarily to perform the duties of the title to which the prefix is attached; and
- 1.2 Either has held, is on leave from, or is retired from an academic or research position at another educational institution; or whose research, creative activities or professional achievement makes a Visiting appointment appropriate.

2. Purpose

To ensure consistency across faculties the following principles will apply when appointing Visiting Professors.

3. Scope

These principles apply to all Visiting Professors across all areas of the University.

4. Appointment Criteria

- a. A scholar who in his/her own University or research institution holds a position of full Professor, or who, in the opinion of the Vice-Chancellor, would meet the requirements for a Professor in this institution, and is visiting a Faculty of this University to carry out teaching and research work is eligible for appointment normally for a period not exceeding six (6) months.
- b. The Visiting Professor will report to the Head of Department and Executive Dean of the faculty in which the appointment is made and will remain in that Faculty for the duration of the appointment.
- c. Visiting Professors will be subject to the policies of the University and the Faculty in which they are serving and will work under the general direction of the Deputy Vice Chancellor: Academic and Research for the term of their appointment.
- d. Visiting Professors will be expected to contribute to the academic development of the Faculty to which they are appointed by way of their involvement in teaching, research, or other scholarly activity.
- e. Before recommending the appointment of a Visiting Professor to the Deputy Vice-Chancellor, the Executive Dean and the Head of Department will be satisfied that the Visiting Professor's proposed activities are consistent with the objectives of the Faculty and that facilities are available to support the Visiting Professor's activities.
- f. Appointment as a Visiting Professor entitles the appointee to office and/or laboratory accommodation, and access to the library, computing and other facilities which are normally available to the University's academic staff.
- g. A Visiting Professor, for all purposes of courtesy and on ceremonial occasions, is regarded as a Professor of the University, may be a member of the departmental and faculty boards but shall not be eligible to be a member of the Academic Senate of the University.
- h. Appointment as a Visiting Professor may be terminated by the Deputy Vice Chancellor or the Visiting Professor by the giving of one (1) week notice in writing.

5. Term of Appointment

Each appointment or reappointment with a Visiting prefix shall not exceed one year. The total period of consecutive service shall not exceed two years.

If the appointee is later considered for transfer to another department or faculty, the proposal for such transfer shall be treated as a new appointment.

6. Compensation

The salary for a visiting position is negotiated. While the salary does not have to be on-scale on the corresponding regular series scale, the salary may not be below the minimum rate for the rank. Visiting appointments may also be made without salary.

7. Appointment process

Requests for appointment in the Visiting Professor series must include a Departmental letter of recommendation, a CV or Bio-bibliography.

The Departmental letter must indicate the courses to be taught, Research to be conducted and supervision.

The pay rate, the term of the appointment and information concerning the individual's current academic appointment should be included.

For reappointment as a Visiting Professor, evaluation of activities is also necessary.

8. Restrictions

a. An appointee with a visiting title is not a member of the Academic Senate.

Approval Authority

Action

Authority

DVC: Academic and Research

Executive Dean

Head of Department