



Policy Title	Adjunct Appointees and Visiting Scholars Policy				
Scope of Application	Executive Deans and persons appointed as Adjunct Appointees and Visiting Scholars				
Parties Consulted (Development)	Executive Deans, Academic Staff, HR and Finance				
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A Policy Owner	The DVC Research, Innovation, Commercialization and Internationalization				
Policy Implementer	Research Directorate				
POLICY HISTORY (To be Completed by Policy Owner)					
<p>Five (5) policies have been consolidated into this policy as the underpinning principle is to attract experienced researchers and lecturers to VUT to undertake teaching and research. The five policies include:</p> <p>(1) The Visiting Lecturer/Scholar Policy was first drafted in July 2016 and was not approved by Senate and Council. It is more of a guideline than a policy.</p> <p>(2) The Visiting Professors Policy was drafted in July 2015 and was also never approved by Senate and Council. It is more a guideline than a policy.</p> <p>(3) The Extraordinary Senior Lectureships & Professorships drafted in May 2010, but it was never approved by Senate and Council.</p>					
Policy Number	Resolution Number	Status	Implementation Date	Approving Authority	Next Review Date
<i>(Unique number assigned to each policy)</i>		<i>(New/Revised/No Status)</i>	<i>(Compulsory if 'New' or 'Revised')</i>		<i>(Date of which the committee approves revision proposal)</i>

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1. POLICY STATEMENT

It is the intention of the Vaal University of Technology (VUT) that academics and experienced researchers from other universities, globally, be invited to undertake research and teaching at VUT as non-permanent faculty. Any person who is not a member of the university staff, but who makes regular and significant contributions to the teaching, research or scholarship of the university is eligible for an Adjunct Appointee and/or Visiting Scholar title. VUT is committed to providing support, recognition, and institutional integration to adjunct and visiting faculty members, who are appointed to teach and undertake research in ways that will lead to continuous improvement in the status and reputation of the university.

The Adjunct Appointee and Visiting Scholar will be expected to teach, conduct research, and perform any other function related to academic activities of the university.

The intention of this policy is to enable VUT management to attract suitable candidates to supplement teaching and research.

2. SCOPE

The policy covers all Adjunct Appointees and Visiting Scholars who will be appointed on a non-permanent basis at VUT. Such appointees are not permanent substantive appointees within the university but contribute to the academic activities of the departments and faculties. The appointments will be in line with the national transformation agenda. This policy describes the conditions under which individuals may be appointed as adjunct researchers (affiliates) at the Vaal University of Technology and the procedures for such appointments.

3. LAWS AND REGULATIONS

The Adjunct Appointee and Visiting Scholar Policy should be aligned and must contribute directly to the VUT Strategic Plan 2020 – 2024. This Policy must be read by taking into consideration other approved policies: *inter alia* the Research Funding Policy, Intellectual Property Policy; Research Ethics Policy; and Grants & Contracts Policy.

This policy is also aligned to the 2019 White Paper on Science, Technology and Innovation and the Department of Home Affairs Policy on Critical Skills.

4. DEFINITION(S)

In this document, unless otherwise indicated –

Adjunct Appointee will refer to individuals who are typically employed elsewhere and are engaged to perform a specified range of academic duties with guidance from members of the permanent VUT academic staff. Adjunct appointees can be teaching and research or research-only appointments.

An Adjunct Appointee is an outstanding individual who has significant links with the industry, other research establishments, or other universities. He/she can be a retired academic whose expertise and contribution must

benefit the teaching and/or research, or other relevant activities of the university. The appointee is on a long-term appointment of a minimum of five (5) years.

Visiting Scholar refers to a scholar who makes a substantial commitment to the teaching and research of this university. The appointee is normally an academic staff member of another university or research institution.

A Visiting Scholar will mean a person who has a position elsewhere and is temporarily associated with a faculty at VUT. This will include academics and/or researchers on sabbatical or as a courtesy appointment for a person from industry. This appointee position is a temporary short-term appointment not exceeding 12 months (one year). If circumstances necessitate a longer appointment period than one year, specific and explicit justification is required for an exception, which may be granted for an appointment period of up to three years.

5. POLICY MANDATE

The aim of this policy is to provide guidelines and a structure for the implementation of the Adjunct Appointee and Visiting Scholar programme at VUT. This policy outlines the types of appointment that may be granted to an individual in recognition of their association with, or contribution to, the university, and the purpose, criteria and general conditions related to Adjunct Appointees and Visiting Scholars.

The objectives of this policy are:

- To provide support, recognition and institutional integration for Adjunct Appointee and Visiting Scholar faculty members.
- To provide the framework for the successful functioning of Adjunct Appointees and Visiting Scholars.
- To promote and integrate knowledge, awareness, appreciation, and skills for research among diverse populations.

6. ROLES AND RESPONSIBILITIES

6.1 Adjunct Appointees

6.1.1 Purpose

The purpose of the adjunct appointment is to enable VUT to engage the services of distinguished and outstanding individuals and to accord them titles befitting their academic status. The adjunct appointees must publish their collaborative research in the name of the VUT.

6.1.2 Eligibility

These appointments should be reserved for persons who enjoy a high level of recognition amongst peers in the field or discipline in which they are appointed. The titles of Adjunct Lecturer, Adjunct Senior Lecturer, Adjunct Associate Professor or Adjunct Professor should be reserved for persons holding positions at other institutions or in the private sector. The academic qualification as well as the teaching and research profile and experience must be equivalent to that for appointment to the corresponding substantive post.

In professional fields, persons with special skills and expertise may be appointed as Professors of Practice or Adjunct Professors of professional practice. The working title of Professor of Practice helps promote the integration of academic scholarship with practical experience. These appointees are expected to provide faculty, undergraduate students, and postgraduate students with an understanding of the practical applications of a particular field of study. Professors of Practice may teach courses, supervise postgraduate students, and collaborate in areas directly related to their expertise and experience.

6.2 VISITING SCHOLARS

6.2.1 Purpose

The purpose of a Visiting Scholar appointment is to enable the VUT to engage the services of researchers/ academics for a period not exceeding 12 months, and to accord them titles befitting their academic status.

6.2.2 Eligibility

Visiting Scholar appointments are reserved for individuals with international standing who enjoy immense recognition as outstanding leaders in their respective fields. The titles of Visiting Lecturer, Visiting Senior Lecturer, Visiting Associate Professor, Visiting Professor and Visiting Scholar should be reserved for persons holding equivalent positions at other institutions or in the private sector.

7. RULES/ GUIDELINES

This section of the document outlines the applicability, mechanism of appointment, privileges and responsibilities under this policy.

7.1 Applicability

The following information applies to Adjunct Appointees and Visiting Scholars appointed at VUT.

7.2 Mechanism of appointment

The department applying for the Adjunct Appointee and Visiting Scholar candidates must submit their application for consideration by the Faculty Research and Innovation Committee (FRIC). FRIC will consider the application and make specific recommendation to Senate Research and Innovation Committee (SRIC).

It is the responsibility of the Executive Dean and FRIC to conduct background checks on the applicant's qualifications, professional experience, and research outputs before making recommendations to the SRIC.

SRIC will recommend the nomination via the DVC: Research, Innovation, Commercialization and Internationalization (DVC: RIC) for approval.

Upon approval by DVC: RIC, the Human Resource Directorate will finalize the appointment process.

With prior notification, these appointments can be terminated any time at the request of either party.

7.3 Privileges and responsibilities

Adjunct Appointees and Visiting Scholars at VUT are NOT permanent positions and not “Permanent employees”.

The programme of activities will be determined by the hosting department and submitted to FRIC for noting.

Adjunct Appointees will not be paid but may receive honorarium/stipend to cover the cost of their research and teaching based HR policy for such appointments. Visiting scholars will be paid a stipend to offset their living expenses.

Adjunct Appointees and Visiting Scholars will be given access to the library, computing and other facilities in the university on the same basis as regular members of faculty and will be responsible for any charges associated with these privileges.

They may participate in departmental and faculty meetings at the invitation of the HOD of the department or Executive Dean of the faculty.

Adjunct Appointees and Visiting Scholars may use their association/affiliation with VUT for the purpose of external applications for research funding, recognising that such funds must be administered by VUT and the use of such funds will be governed by VUT financial procedures.

Adjunct appointees and Visiting scholars can concurrently hold positions in another government institution, a research agency, the private sector, not for profit sectors, or another University. Adjunct appointees and Visiting Scholars who are not employed by another university will normally attribute their post-appointment academic publications to the Vaal University of Technology. Given the privileges afforded to adjunct appointees, explicit acknowledgement of the Vaal University of Technology affiliation must be provided in the course of all relevant activities and the products of those activities, including clear acknowledgement on publications.

Adjunct Appointees and Visiting Scholars are expected to cooperate with regular academic faculty in the supervision of postgraduate students.

7.4 Evaluation and reappointment of Adjunct Appointee

At the end of the term of an Adjunct Appointee or a Visiting Scholar, the hosting department will compile, in the form of a report, the outcomes of the tenure and submit it to FRIC for evaluation and/or reappointment of the appointee. FRIC will make its recommendations to SRIC.

Evaluation reports are kept on record in a personnel file at the level of the department and are consulted when future decisions about reappointments are made.

7.5 Intellectual Property

Research and consulting activities carried out under the auspices of the University will generally be governed by the same rules that apply to full-time academic staff.

Ownership of intellectual property will be negotiated on a case-by-case basis, with consideration given to the University's Intellectual Property Policy.

8. DEVIATION FROM THIS POLICY

Deviations from this policy must be submitted to and approved by the SRIC.

9. IMPLEMENTATION OF THE POLICY AND REVISION PERIOD

Once the policy is approved by the VUT Council for implementation, the policy will go into effect and guide all activities relating to Adjunct Appointees and Visiting Scholars.

This policy should be evaluated at the end of the third (3rd) year after its implementation and revisions should be made, if recommended.

Key activities and their respective outcomes set out in this policy will be evaluated at the end of each year to gauge the progress made in implementing this policy.

After approval of this policy by the University Council, a formal letter with a copy of this policy will be communicated to all staff of the university.

