



# Scheme For The Appointment And Extension Of Visiting Fellows And Visiting Senior Fellows

## 1. Purpose of Scheme

### Visiting Fellows

The Visiting Fellow Scheme is aimed at scholars (pre-Major Review equivalent/of post-doctoral status), persons/practitioners of equivalent standing in an appropriate profession/occupation, and researchers in the early stages of their career.

The status of Visiting Fellow is given to individuals from outside the School associated with School Departments/Institutes/Centres. It recognises the contribution from those in government service, in professional practice, in the private sector, or in other appropriate fields, to research and other Departmental/Institute/Centre activities.

The status of Visiting Fellow given to those intending to seek external research, is in itself non contractual and unremunerated, and confers no special privileges, excepting those usually granted to Visiting Fellows (see section on Benefits below).

### Visiting Senior Fellows

The Visiting Senior Fellow Scheme is aimed at scholars who are of Lecturer (post-Major Review equivalent), Senior Lecturer, or Reader level, and professionals at a broadly comparable level in their profession.

The title of Visiting Senior Fellow is given to individuals from outside the School associated with School Departments/Institutes/Centers. The status is intended to apply to scholars who have already published work of distinction, as well as recognising the contribution from those in government service, in professional practice, in the private sector, or in other appropriate fields, to research and other Departmental/Institute/Centre activities.

## 2. Appointment Procedure

Heads of Department/Directors of Institutes/Centres should submit nominations to the Vice-Chair of the Appointments Committee (VCAC), via the Human Resources Division, using the *online* 'Visiting Appointments: Request to Appoint/ Renew Form'. The instructions and link to the form can

be found on the following HR webpage:

<https://www.lse.ac.uk/intranet/staff/humanResources/joiningLSE/recruitingContracting/internal/vacanciesContracts/visitingAppointments/Home.aspx>

The VCAC is empowered to approve nominations on behalf of the Appointments Committee.

Nominations will include the following:

- a) A statement of support confirming the nomination has been discussed and agreed at a Department/Institute/Centre meeting, and whether the nominee is working in an area of particular interest to the Department/Institute/Centre, or from an institution with which the Department/Institute/Centre has close links.
- b) Confirmation that all resources (including office space) required for the tenure of the applicant will be provided by the host Department/Institute/Centre.
- c) The individual's full up-to-date curriculum vitae.

Heads of Department/Directors of Institutes/Centres may submit nominations each round by the closing date published on the HR Visiting Appointments webpage, listed above.

Any proposals for nominations received after the closing date will be considered in the following round.

Unit Managers should ensure that all sections of the form are completed accurately and all required documents are attached in order to avoid any delay.

### 3. Period of Appointment

The period of appointment will normally be three years in the first instance. Exceptionally, renewal of the appointment may be considered, subject to the support of the Head of the host Department/Institute/Centre and approval by the VCAC. The appointment carries no emolument.

The School is not normally able to offer Visiting Fellows or Visiting Senior Fellows any office space or secretarial assistance. However, in cases where the visitor is being funded by a government or other funding body, the 'bench fee' will be remitted to the host Department/Centre/Institute, who will be responsible for making appropriate provisions such as desk space, telephone etc.

Please note that an email account should only be requested for a visitor if it is essential to facilitate their visit to the LSE and the person making the request is responsible for ensuring that the email account is deactivated when the visitor leaves the LSE. Please notify the IT Service Desk by email, stating the name of the person and the date that they are leaving so that the IT account can be deactivated promptly.

Departments will also be responsible for ensuring that visitors read, sign and date a copy of the 'Conditions of Use' form and returning this to IMT. Please visit the IMT website for more information on setting up email accounts for visitors: <http://www.lse.ac.uk/intranet/LSEServices/IMT/guides/accounts.aspx>

## 4. Duties and Responsibilities

The Academic Board has agreed that Departments/Institutes/Centres shall be responsible for monitoring the contribution of individuals holding Visiting Fellowships and Visiting Senior Fellowships with the School.

The duties of a Visiting Fellow or Visiting Senior Fellow will be to participate in the teaching and research activities of the Department/Institute/Centre to which she/he is attached in accordance with arrangements to be agreed with the Head of Department/Director of Institute/Centre.

Visiting Fellows or Visiting Senior Fellows who undertake teaching for which they are to be paid will be issued with a Part-Time Teachers contract, which will be regarded as a separate appointment from that of Visiting status.

## 5. Extension of Appointments

The VCAC shall be responsible for approving extension of appointments, up to the maximum three-year period of appointment.

Heads of Department/Institute/Centre should submit the case for renewal in writing with full supporting reasons via the same process as for nominations outlined above. The Renewal Form should be accompanied by an up-to-date CV.

Proposals for extension should have been discussed and agreed at a Departmental/Institute/Centre meeting, and should carry the support of professorial colleagues within the Department/Institute/Centre.

***All proposals for extensions will be considered on the same basis and timetable as proposals for nominations as in Section 2.***

## 6. Benefits

Visiting Fellows or Visiting Senior Fellows are entitled to use the LSE Library, and by arrangement with the Senior Common Room Committee, may be admitted to temporary membership of the Senior Common Room.

## 7. Visiting Fellows or Visiting Senior Fellows requiring Tier 5 Sponsorship

Visiting Fellows or Senior Fellows who are not nationals of the European Economic Area (EEA)\* and who receive financial support of any form, from a formal source of funding such as the government, university, research council, charitable organisation etc, to carry out research, will be required to have a Tier 5 visa before they can work at the School. Please contact the HR Immigration and Compliance team for more information.

## 8. Visiting Fellows and Visiting Senior Fellows Intending to Apply for External Funding (formerly covered by the Visiting Research Associate Scheme)

The Visiting Fellow or Visiting Senior Fellow classification includes enabling individuals who are not part of the School's full-time academic staff to apply for external research funding in their own name and using the School's name (this of course, always being subject to the support of the Head/Director of the prospective host Department/Institute/Centre, and with the approval of the Fellow's own institution). Visiting Fellows or Visiting Senior Fellows intending to submit proposals for external funding are required to discuss their plans with the School's Research and Projects Development Division (RPDD) prior to the School's consideration of their case for a Visiting Fellowship or Visiting Senior Fellowship.

### RPDD Consultation on Funding Applications

RPDD must be consulted prior to any funding application being submitted by the Visiting Fellow or Visiting Senior Fellow, and all customary research funding processes followed. Applicants would be expected to cover their own salary costs by building this into the application. Should an application be successful, with the applicant's salary and payroll costs built into the award, then the appointment process and issue of a School contract would be processed through the School's Human Resources Division, subject to the School's employment rules and regulations. The applicant's suitability for subsequent appointment to the senior research staff would be considered in the usual way by a School selection committee.

## Review schedule

Review interval	Next review due by	Next review start
12 Months	June 2018	June 2018

## Version history

Version	Date	Approved by	Notes
1.0	June 2007	Appointments Committee	
1.4	June 2017	Appointments Committee	

## Links

Reference	Link
Visiting Appointments: Request to Appoint/ Renew Form	<a href="https://www.lse.ac.uk/intranet/staff/humanResources/joiningLSE/recruitingContracting/internal/vacanciesContracts/visitingAppointments/Home.aspx">https://www.lse.ac.uk/intranet/staff/humanResources/joiningLSE/recruitingContracting/internal/vacanciesContracts/visitingAppointments/Home.aspx</a>
Information on setting up email accounts for visitors	<a href="http://www.lse.ac.uk/intranet/LSEServices/IMT/guides/accounts.aspx">http://www.lse.ac.uk/intranet/LSEServices/IMT/guides/accounts.aspx</a>

## Contacts

Position	Name	Email	Notes
HR Manager	TBC	<a href="mailto:Hr.Visiting.Appointments@lse.ac.uk">Hr.Visiting.Appointments@lse.ac.uk</a>	Author

## Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details	