

# Scheme for the Appointment and Extension of Visiting Professors and Visiting Professors in Practice

## 1. Purpose of Scheme

1.1 The School may confer the title of Visiting Professor or Visiting Professor in Practice for a defined but renewable period on persons of appropriate distinction whose connections with the School are appropriate to the visiting title. It includes individuals with a non academic background who may have achieved prominence in public life, or who have attained distinction in the professions. The Visiting Professor in Practice title is for those who have appropriate distinction within their area of practice without however having sufficient academic distinction. The Pro Director Faculty Development and Vice Chair of the Appointments Committee reserve the right to reject a Visiting Professor application and either suggest the conferment of Visiting Professor in Practice or Visiting Fellow/Senior Visiting Fellow status, as appropriate, instead.

## 2. Appointment Procedure

2.1 Heads of Department/Directors of Institutes/Centres should submit nominations for Visiting Professorships/Visiting Professors in Practice 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 [HR webpage](#).

2.2 Nominations forms 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.

2.3 Heads of Department/Directors of Institutes/Centres may submit nominations every term by a specific closing date. The closing dates for nominations are available on the HR

webpage listed above.

2.4 Any proposals for nominations received after the closing dates will be considered in the following term. On an exceptional basis, if a nomination requires urgent approval, the PDFD and VCAC may approve nominations out of rounds.

2.5 Appointment letters will be sent out in accordance with the timetable on the HR webpage.

### 3. Period of Appointment

3.1 The initial period of appointment will normally be for a minimum of twelve weeks and a maximum of three years, renewable thereafter on a triennial basis with no limit on the number of renewals.

3.2 A letter of appointment will be issued under the VCAC's signature, on behalf of the School. 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.

3.3 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 Data and Technology Services. Please visit the [DTS website](#) for more information on setting up email accounts for visitors.

### 4. Duties and Responsibilities

4.1 The duties of a Visiting Professor/Professor in Practice 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.

4.2 Except in the case of persons appointed from overseas, the duties of a Visiting Professor/Professor in Practice are not normally expected to involve more than 20 per cent of the appointee's time during term time.

4.3 Within the School, Visiting Professors/Professors in Practice should have such privileges and rights as members of the academic staff as the School shall determine. Visiting Professors/Professors in Practice are entitled to apply for membership of the Senior Common Room and use the LSE Library.

4.4 The Department to which the Visiting Professor/Professor in Practice is attached should be required to provide the Visiting Professor/Professor in Practice with accommodation amounting at least to desk space in the department, but this provision should not entitle the department to claim an additional room.

4.5 Visiting Professorship/Professors in Practice appointments will normally be unpaid. Visiting Professors/Professors in Practice who undertake teaching for which they are to be paid will be issued with a Part-Time Teacher contract, which will be regarded as a separate appointment from that of Visiting Professor/Professor in Practice.

## 5. Extension of Appointments

5.1 Departments/Institutes/Centres are responsible for monitoring the contribution of individuals holding Visiting Professorship/Professors in Practice appointments at the School. Requests for renewal of Visiting Professorship/Professor in Practice appointments should be discussed and agreed at a Departmental/Institute/Centre meeting.

5.2 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.

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

## 6. Benefits

6.1 Visiting Professors or Visiting Professors in Practice 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 Professors or Visiting Professors in Practice requiring a visa

7.1 Visiting Professors or Visiting Professors in Practice who are not UK or Irish nationals will need a visa to come to the UK. Visitors are responsible for ensuring that they obtain the correct visa for their visit and must only undertake the permitted activities that apply to the visa they have. Individuals will be sent a pdf guide to visitor visas, which can also be found [here](#), with their appointment letter to help them make the necessary visa arrangements.

## 8. Visiting Professors or Visiting Professors in Practice Intending to Apply for External Funding

8.1 Visiting Professors or Visiting Professors in Practice can 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 Professors or Visiting Professors in

Practice intending to submit proposals for external funding are required to discuss their plans with the School's Research Development Team in the Research and Innovation Division prior to the School's consideration of their case for Visiting Professor or Visiting Professor in Practice.

## Review schedule

Review interval	Next review due by	Next review start
12 months	July 2020	May 2020

## Version history

Version	Date	Approved by	Notes
1	June 2007	Appointments Committee	
2	June 2017	Appointments Committee	
3	June 2018	Appointments Committee	
4	June 2019	Appointments Committee	

## Links

Reference	Link
HR webpage	<a href="#">HR webpage</a>
IMT Website	<a href="#">IMT website</a>

## Contacts

Position	Name	Email	Notes
Human Resources	Review and Promotion Team	<a href="mailto:Hr.Reviewandpromotion@lse.ac.uk">Hr.Reviewandpromotion@lse.ac.uk</a>	

## Communications and Training

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