

1. Introduction

It is recognised that the University:

- Will regularly host visiting academics from other higher education institutions who spend time at UCD contributing to the University's teaching, research and professional activities.
- May be enriched by the services of persons in the community whose special knowledge or expertise complements that of the regular University Faculty.

A Visiting Academic or Adjunct Staff title is recognised as an honour bestowed upon an individual by the University.

Visiting Academic and Adjunct Staff are individuals whose appointment to the University will enhance the teaching or research profile of a School, Research Institute or College and contribute to the intellectual life of the University benefiting both the appointee and the University.

A Visiting Academic will hold an academic post at the level of Lecturer/Assistant Professor, Research Fellow, Associate Professor, Senior Research Fellow, Professor or Full Professor in a comparable higher education institute and have equal or superior levels of expertise and experience to those of regular staff performing similar activities. They will assume a Visiting Academic title equivalent to that which they hold in their home institution (i.e. their primary employer).

Adjunct Staff appointees include:

- Individuals distinguished by high achievement in the world of industry, business, science, the professions, the arts or public service who have been recognised by peers as outstanding in their field;
- Staff of the University¹ (excluding Faculty);
- Retired UCD Faculty.

Adjunct Staff appointees will be given titles that are most appropriate in terms of academic rank recognising that academic experience may differ relative to faculty who are employed at the University. They will possess professional and/or academic qualifications and expertise comparable with those expected of faculty at a similar grade within the University.

¹ A nominating Head of School may only nominate an individual from outside of her/his own school. The nominating Head of School will have ensured that the nominee's Head of School/Line Manager agrees with the appointment. For the purpose of this footnote, the College of Business is treated as a School.

2. Level of Appointment

There are four levels of appointment:

Visiting Academic Appointment	Adjunct Staff Appointment
Visiting Full Professor	Adjunct Full Professor
Visiting Professor	Adjunct Professor
Visiting Associate Professor or Visiting Senior Research Fellow	Adjunct Associate Professor or Adjunct Senior Research Fellow
Visiting Lecturer/Assistant Professor or Visiting Research Fellow	Adjunct Lecturer/Assistant Professor or Adjunct Research Fellow

3. Role of the Nominating Head of School/Institute Director

Nominations for Visiting Academic or Adjunct Staff appointments will be made by a Head of School/Institute Director to the relevant College Principal/Vice-President for Research, Innovation and Impact and should indicate:

- In what way the nominee will contribute to the enhancement of the University's teaching, research and professional activities;
- The qualities, standing and achievements the nominee possesses that are deemed appropriate for consideration, and those which are considered comparable to those expected at the relevant University level;
- The category and level of appointment proposed;
- Confirmation that arrangements made regarding Intellectual property (if appropriate) comply with the UCD Policy on Intellectual Property;
- If additional facilities or resources are to be provided by the School/Institute over and above normal requirements;
- Term of appointment.

In addition, a copy of a short CV should be submitted to the College Principal/Vice-President for Research, Innovation and Impact along with a completed nomination/set up form.

NOTE: Normally there will be no remuneration attached to the appointment. In exceptional cases where remuneration is recommended payment, other

than “out of pocket expenses”, will require the approval of the UMT. (This cost should be included in the relevant budget and school plan.)

No undertaking should be given to by the Head of School/Institute to the nominee in respect of the level of the appointment to be made or access to University facilities or resources.

Following appointment, the Head of School/Institute will ensure that arrangements are in place in relation to accommodation, on boarding, building relationships and understanding and fulfilling expectations for the appointee.

4. Role of the College Principal/ Vice-President for Research, Innovation and Impact

The College Principal will seek advice from the College Executive on the proposed nomination.

It is the responsibility of the College Principal/ Vice-President for Research, Innovation and Impact to ensure that and appointee possesses professional and/or academic qualifications and expertise comparable with those expected of faculty at a similar grade within the University.

In relation to the level of appointment, the College Principal/ Vice-President for Research, Innovation and Impact may seek advice from members of the Faculty Promotion Committee.

If the College Principal/ Vice-President for Research, Innovation and Impact is satisfied that the appointment will benefit the School/Institute and College, he/she will:

- Approve the nomination;
- Approve the level of appointment.

The College Principal/ Vice-President for Research, Innovation and Impact will forward a short copy of the appointee’s CV along with a completed and signed Visiting Academic and Adjunct Staff Nomination/Set-Up Form, which is available on the HR website at www.ucd.ie/hr/forms, to HR.

5. Role of HR

On receipt of the above documents from the College Principal/ Vice-President for Research, Innovation and Impact, HR will:

- Issue a letter of appointment, outlining the period, terms and privileges attached to the appointment including the appointee’s Personnel Number;

HR will provide summary reports to Academic Council on the appointment of the Visiting Academic and Adjunct Staff.

6. Role of the Visiting Academic/ Adjunct Staff Appointee

Appointees are individuals whose appointment to the University will enhance the teaching or research profile of a School, Research Institute or College and contribute to the intellectual life of the University.

Appointees may be invited by the School/Institute/College to carry out the following functions²

- Contribute to specific programmes and/or teach specialised classes;
- Collaborate and assist in the professional training of students through fieldwork or projects;
- Collaborate in research and teaching, invited and/or sponsored by existing faculty with whom they have close working relationships;
- Teach or contribute to the scholarly understanding of a subject area in a field otherwise not available within the University;
- Participate in relevant meetings of the School/Institute and College and/or any other meetings at the invite of the Head of School/ Institute and/or College Principal/Vice-President for Research, Innovation and Impact;
- Attend the University at such times as are necessary to meet any commitments associated with the appointment;
- Operate within the framework of the University's policies and procedures in their role as a Visiting Academic or Adjunct Staff appointee;
- Perform any other appropriate duties as determined by the relevant Head of School/Director of Institute.

7. Terms of Appointment

- Appointees will be appointed for a maximum period of five years;
- Normally there will be no remuneration attached to the appointment;
- Appointments may be ended by mutual consent or by either party;
- Appointments in Schools/Colleges may be renewed following review by the College Executive and approval by the College Principal;
- Appointments in Research Institutes may be renewed and approved by the Vice President for Research, Innovation and Impact;
- In exceptional circumstances the University reserves the right to withdraw the appointment;
- Appointees will be expected to maintain the highest ethical standards when representing the University;

² Some duties and activities may only be carried out by Visiting Academic and Adjunct Staff following approval by Academic Council, e.g. appointment as Principal Supervisor for research students (see http://www.ucd.ie/registry/academicsecretariat/docs/advisiting_pr.pdf)

Visiting Academic and Adjunct Staff Appointment Policy

UCD Human Resources
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- Appointees will be expected to include the name of University College Dublin on research publications and conference papers and will be expected to include their research publication details on the University's Research Profile.

8. Privileges of an Visiting Academic/Adjunct Staff Appointee

- Appointees will have access to the University's IT resources, library and sports facilities.
- These appointments are of an honorary nature. For all purposes of courtesy and on ceremonial occasions, appointees will be regarded as faculty or staff members of the relevant faculty unit and the University, but will not be afforded tenure or any University voting privileges.
- When used in any documentation, the relevant Visiting or Adjunct Title must be used in its entirety so it is clear that the appointment is of a Visiting or Adjunct nature, e.g. on business cards, correspondence and publications. To avoid misrepresentation, the appointee must not abbreviate the title conferred by the University.
- Appointees may use their association with the University for the purpose of external applications for funding, but such funds must be administered by the University and the use of such funds must be governed by the same regulations as apply to other research income.

9. Policy Revision History

Version	Date	Description	Author
6.0	March 2012	Policy Versioning Implemented	UCD HR
7.0	September 2014	The UCAATP made the following amendments to the Policy at its meeting on 8 th September 2014 which were approved by the Academic Council on 15 th October 2015. <ul style="list-style-type: none">• Remove reference to Executive Schools• Remove reference to PAF• Clarify the roles of the UCAATP and P&G Office• Nomination Form name change• Include retired UCD Associate Professors and Professors in category of staff who can be appointed as Adjuncts	UCD HR
7.1	March 2016	At its meeting on 9 th November the UCAATP amended the policy to clarify the nomination process for staff of the university.	UCD HR
8	November 2016	The standing down of the UCAATP necessitated amendments to the Appointment of Adjunct Staff Policy and the Appointment of Visiting Academic Policy. Both policies have been amalgamated into the Visiting Academic and Adjunct Staff Appointment Policy. The approval process has also been changed. The Academic Council Executive Committee approved the changes on 23 rd November 2016. The approved changes were noted by the Governing Authority on 20 th December 2016.	UCD HR