

## Appendix XXXVI. Policy and Procedures for Adjunct and Visiting Fellows



### Policy & Procedure Title:

SETU Carlow – Policy and Procedures for Adjunct and Visiting Fellows

<b>Effective Date</b>	1 <sup>st</sup> December 2018	<b>Version</b>	2.0
<b>Approved By</b>	Academic Council Governing Body	<b>Date Approved</b>	26 <sup>th</sup> November 2018 29 <sup>th</sup> November 2018

Form(s)	Responsibilities/ Owner
	Faculty / Campus /Department Vice President for Academic Affairs & Registrar
<b>Superseded or Obsolete Procedures</b>	
Version 1.0 - Policy reviewed to reflect requirements under Equality Diversity & Inclusion	
None – Initial Issue	

## SETU CARLOW POLICY AND PROCEDURES FOR ADJUNCT AND VISITING FELLOWS

SETU Carlow Strategic Plan 2023-2028 identifies the embedding of an innovative and collaborative ethos in programme design, delivery and output as a key ambition in Knowledge Creation, Application and Exchange. External Collaboration has been identified as one way of achieving this. Adjunct and Visiting fellows provide a key mechanism for enhancing institutional capacity and for ensuring a collaborative approach to programme design and delivery.

- **Adjunct Fellows** are individuals with knowledge, experience and expertise that compliments that of SETU Carlow academic staff and which enhances the teaching and research profile or contributes to the public engagement mission of the University.
- **Visiting Fellows** are visiting academic teaching and research fellows who are otherwise employed as research or teaching staff within other equivalent higher education institutions who spend time at SETU Carlow contributing to Research and Teaching.

Adjunct and Visiting Fellows are distinct from **Honorary Fellows** of the University. Honorary Fellowships are purely honorific. They are bestowed on individuals who have made a distinctive or outstanding contribution to the University or to the Community.

### (A) Appointment of Visiting Fellows

#### Visiting Fellows:

##### Purpose

It is recognised that SETU Carlow may host visiting fellows and that such visiting fellows have the capacity to enhance the teaching and research profile of SETU Carlow.

#### Visiting Fellows:

##### Scope

It is desirable, particularly for recurrent or longer-term visitors that their contribution to the University be recognised with a distinct title (appropriate to the nature of the specific appointment).

Visiting appointments may be styled as

- Visiting Research Fellow
- Visiting Teaching Fellow

Visiting fellows shall hold an equivalent academic post in their home institution and shall have equivalent training, expertise and experience to SETU Carlow staff.

#### Visiting Fellows:

##### Role

The role of Visiting Fellows may vary in each individual case but it is envisaged that they may be invited by the host Faculty/ Campus/ Department to:

- Lead specific programmes or modules of programmes, or to teach specific, specialised classes in their field of expertise;
- Collaborate in research and teaching programmes with staff attached to the host Faculty/ Campus/ Department;
- Contribute to a scholarly understanding of a research area not otherwise available within the University.

Visiting Fellows shall be expected to

- Attend the University at such times as are necessary to fulfill any commitments associated with the appointment, and
- Operate within the framework of institutional policies and procedures.

### **Visiting Fellows:**

#### **Terms**

Visiting Fellows shall have access to University facilities on the same basis as SETU Carlow staff members.

When used in correspondence (or in any official capacity, e.g. business cards, correspondence, publications arising out of the appointment) the title of Visiting Research Fellow or Visiting Teaching Fellow shall be used in its entirety so that the nature of the appointment is clear.

### **Visiting Fellows:**

#### **Nominations**

Nominations for visiting fellowship appointments shall be made in writing, using the attached form, by Heads of Faculty/ Campus/ Department to Senior Management Group. Nominations shall indicate:

- The manner in which the nominee would contribute to the enhancement of teaching, research and other professional activities of the Faculty/ Campus/ Department and of the University;
- The standing and achievements of the nominee;
- The role proposed within the Faculty/ Campus/ Department;
- Proposals regarding facilities or resources required and to be provided.

The nomination shall include the nominee's curriculum vitae.

All recommendations for visiting appointments shall be forwarded by Senior Management Group to Governing Body for approval and to Academic Council for noting.

Once an appointment has been approved by Governing Body, the appointee shall be advised in writing by HR of the specific terms and conditions attaching to the appointment.

## **(B) Appointment of Adjunct Fellows**

### **Adjunct Fellows:**

#### **Purpose**

It is recognised that SETU Carlow may benefit from the services of persons working in business, industry and the wider community whose specific knowledge or expertise complements that of SETU Carlow staff.

Adjunct appointees are individuals whose appointment to the academic staff shall enhance the teaching or research profile of the host Faculty/ Campus/ Department or Research Group and shall make a positive contribution to the University.

Adjunct appointees include the following categories:

- a) 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;
- b) Professional staff of a Higher Education Institution;
- c) Retired Lecturers and Senior Lecturers of a Higher Education Institution.

Typically there shall be no remuneration attached to an adjunct appointment.

### **Adjunct Fellows:**

#### **Scope**

Adjunct fellowship positions are reserved for individuals of special achievement and distinction in their primary professional endeavour and who have been recognised by peers as outstanding in their fields. Typically, adjunct appointees are either fully employed elsewhere or retired from such employment.

In the case of nominations for appointment on behalf of members of the professional staff of the University or retired members of the academic staff; such applications shall demonstrate that the individual nominated shall have a significant and ongoing contribution to make to teaching and research in the University.

All nominations will be assessed against (i) professional criteria or (ii) academic criteria

#### ***Adjunct Professional Criteria (appointment categories a and b)***

Appointment under the Adjunct Professional criteria shall typically be made to persons who are eminent leaders in their field and distinguished by high achievement in industry, business, science, the professions, the arts or public service. They shall have displayed the type of leadership and innovation in their particular professional field comparable to the standards of scholarship and leadership typically expected at a senior academic level. The appointment shall enhance the teaching or research profile of the Faculty/ Campus/ Department and contribute to the intellectual life of the University.

#### ***Adjunct Academic Criteria (appointment category c)***

Nominees who are retired senior academics or with academic qualifications shall be considered against the following criteria:

- An eminent leader in their field;
- A person of distinction and high achievement;
- They shall possess professional and/ or academic qualifications, leadership;
- They shall have expertise comparable with that expected at the most senior academic level.

Where appropriate, adjunct appointments shall be styled as:

- Adjunct Research Fellow
- Adjunct Teaching Fellow

Adjunct appointees shall have equivalent training, expertise and experience to SETU Carlow staff performing similar activities. The adjunct appointee shall typically be a person with specific competence or expertise not readily available among members of the SETU Carlow staff.

### **Adjunct Fellows:**

#### **Role**

Adjunct appointees are individuals whose appointment shall enhance the teaching or research profile of a Faculty/ Campus/ Department and contribute to the intellectual life of the University community.

Adjunct appointees may be invited to carry out the following functions:

- To lead specific programmes or modules and to teach specialised classes;
- To collaborate and assist in the professional training of students; primarily through fieldwork or projects;
- To collaborate in research and teaching as invited by SETU Carlow academic staff members with whom they have close working relationships;
- To provide specialist knowledge and expertise in a field otherwise not available within the University and to teach or contribute to the scholarly understanding of that subject area;

Additionally, Adjunct appointees are expected to:

- Attend at such times as are necessary to meet any commitments associated with the appointment;
- Operate within the framework of approved policy and procedure in their role as an Adjunct appointee.

### **Adjunct Appointments:**

#### **Terms**

- Adjunct appointees shall be appointed for a period of up to a maximum of five years;

- Typically 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 Senior Management);
- Adjunct appointments may be ended by mutual consent or by either party;
- In exceptional circumstances the University reserves the right to withdraw the appointment;
- Adjunct appointees shall be expected to maintain the highest ethical standards in discharging their duties;
- Adjunct appointees shall (as far as is practicable) have access to University resources and facilities on the same basis as other staff members;
- When used in any documentation, the title of Adjunct Teaching Fellow or Adjunct Research Fellow shall be used in its entirety so it is clear that the appointment is of an Adjunct nature (e.g. on business cards, correspondence and publications).
- Adjunct appointees may use their association with SETU Carlow for the purpose of external applications for funding, but such funds to be administered by the University Research Support Centre and the use of such funds governed by the same regulations as apply to other research income.

### **Adjunct Appointments: Nomination**

Nominations for Adjunct appointments shall be made, using the attached form, by the Head of Faculty/ Campus/ Department and shall indicate:

- In what way the nominee shall contribute to the enhancement of teaching, research and professional activities;
- The qualities, standing and achievements the nominee possesses that are deemed appropriate for consideration;
- The category of Adjunct appointment proposed;
- Statement regarding the resource implications for the Faculty/ Campus/ Department in relation to the appointment;
- Proposed facilities or resources to be provided by the Faculty/ Campus/ Department (if appropriate)

The Head of Faculty/ Campus/ Department shall forward the above documents together with the nominee’s CV to Senior Management:

Senior Management shall consider nominations and agree to:

- Recommend appointment or not to recommend appointment;
- Recommend category of appointment;
- Inform the relevant Head of Faculty/Campus/ Department of its decision in relation to the nomination;
- Forward recommendation to the Academic Council for noting;
- Forward recommendation to the Governing Body for approval;

Following approval of appointments by the Governing Body, HR shall advise the appointee in writing of the specific terms and conditions of the appointment.

## SETU CARLOW

### FORM FOR NOMINATION OF VISITING AND ADJUNCT FELLOWS

#### PLEASE TYPE/ PRINT

*Completed forms should be submitted by the sponsoring Faculty/ Campus/ Department/ Research CORE to the Vice President for Academic Affairs & Registrar's Office in the first instant. All completed applications shall be considered by Senior Management Group (SMG). SMG shall make recommendations for Fellowships to Academic Council for noting and to Governing Body for approval.*

The South East Technological University Carlow is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the University's Privacy notice is available on the University's website (<https://www.itcarlow.ie/resources/data-protection.htm>). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to the GDPR can be addressed to the University's Data Protection Oversight Group (e-mail: [gdpr@itcarlow.ie](mailto:gdpr@itcarlow.ie))

#### SECTION 1: *Nominee Details*

*2.1 The following person is recommended for an adjunct/ visiting fellowship for the period*

Name:
Title/ Position:
Qualifications/ Experience:
Correspondence Address
Telephone:
E-mail:

## SECTION 2: *Statement of Support*

Statement of support for the nomination (to be provided by the sponsoring Faculty/ Campus/ Department/ Research CORE. The statement should address *inter alia*:

- The manner in which the nominee will contribute to the enhancement of teaching, research and other professional activities of the Faculty/ Campus/ Department/ Research CORE and of the University;
- The standing and achievements of the nominee;
- The proposed role within the Faculty/ Campus/ Department/ Research CORE;
- Proposals regarding facilities or resources required and to be provided.

In each case, statements shall be supported by a summary CV of the nominee.

*Attach extra sheets if necessary*



**SECTION 3: *Approval and Ratification***

<b>APPROVED BY THE HEAD OF FACULTY/ CAMPUS/ DEPARTMENT/ RESEARCH CORE</b>	RECEIVED AND REVIEWED BY VICE PRESIDENT FOR ACADEMIC AFFAIRS & REGISTRAR
Name: (Print)	
Signature:	
Date:	Signature:
	Date:

**PLEASE RETURN COMPLETED FORM TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS  
& REGISTRAR'S OFFICE**

The Senior Management Group at its meeting of the \_\_\_\_\_ approved / did not approve  
the appointment of \_\_\_\_\_ as an adjunct/ visiting Fellow of the University  
during the period \_\_\_\_\_ to \_\_\_\_\_ .

Signature of President \_\_\_\_\_ Date \_\_\_\_\_