Visiting Academic Staff

UPR HR34 version 1.0

Policies superseded by this document

This document is version 1.0 of UPR HR34, with effect from 25 September 2026.

Summary of significant changes to the previous version

The UPR has been created to ensure a consistent approach in the appointment of Visiting Academic Staff.

Glossary

A glossary of approved University terminology can be found in **UPR GV08**.

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1 Introduction

1.1 This policy and procedure ensure a transparent, consistent, and strategically aligned process for the appointment of Visiting Professors, Visiting Fellows, and Visiting Researchers at the University of Hertfordshire.

1.2 The appointment of Visiting Professors, Visiting Fellows, and Visiting Researchers should be limited to individuals who contribute to the work and life of the University, furthering our mission and objectives.

1.3 A visiting position denotes a formal, fixed-term academic appointment with ongoing responsibilities in contrast to a ‘guest’ position which is an ad-hoc informal invitation to deliver a single session without a sustained institutional affiliation.

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2 Visiting Titles

2.1 Visiting academic staff at the University of Hertfordshire can hold the designation of:

2.1.1 Visiting Professor: This title may be conferred on individuals of outstanding distinction who have international reputation working collaboratively with University of Hertfordshire colleagues, and contributing meaningfully to one of the following academic pathways:

a. Education, Research, and Innovation
b. Education, Student Success, and Pedagogy
c. Education, Enterprise, and Professional Practice

For the conferment of the title of Visiting Professor the individual must fulfil the expectations of professorial-level standing on their respective pathway as set out in UPR HR08.

2.1.2 Visiting Fellow: This title is intended for individuals with established expertise working collaboratively with University of Hertfordshire colleagues and contribute meaningfully to one of the following academic pathways.

a. Education, Research, and Innovation
b. Education, Student Success, and Pedagogy
c. Education, Enterprise, and Professional Practice

2.1.3 Visiting Researcher: This title is intended for individuals contributing to the delivery of research projects at the University of Hertfordshire.

2.2 The title of the visiting position should be proposed in the nomination, and reflect the area or research, education, enterprise or professional practice in which the visiting position is being conferred (e.g. Visiting Professor in Genomics, Visiting Fellow in Applied Enterprise, Visiting Researcher in Digital Pedagogy).

2.3 Holding a visiting title does not confer employment status. Visiting Professors do not have a contract of employment, worker agreement or consultancy contract with the University and therefore do not receive a salary or other payment for services from the University.

2.4 The conferment will normally be for a period of three (3) years in the first instance after which time the designation will lapse automatically. The conferment may be renewed through this process if supported by the Dean of School. The conferment will lapse automatically upon termination of the holder's association with the University.

3 Nomination & Appointment Process

3.1 Deans of School will prepare a suitable case with the proposed individual that includes the following elements:

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a) a letter of recommendation outlining the case for the visiting position, and explaining the nature and extent of the candidate's existing commitment and intended engagement with the University;

b) an up-to-date CV of the proposed individual.

3.2 A failure to adhere to the submission requirements may result in the application being rejected.

3.3 Applications for visiting positions should be submitted to visiting@herts.ac.uk by the 1st January, 1st May, or 1st September. In exceptional circumstances, and at the sole discretion of the Deputy Vice-Chancellor, applications may be considered against the UPR outside of the issued timetable.

4 Review & Outcome

4.1 The appointment of visiting academics is led by the Deputy Vice-Chancellor on behalf of the Vice-Chancellor. The University is committed to ensuring fairness, inclusivity and equal opportunities in the appointment of visiting academics.

4.2 If conferred, the Deputy Vice-Chancellor will confirm the decision in writing to the Visiting Academic. If the nomination is unsuccessful, the nominating Dean of School will be made aware and be responsible for contacting the candidate to communicate the decision.

4.3 Decisions will be definitive, with no right of appeal.

5 Terms of Appointment

5.1 Visiting academic staff are linked to a School expected to make regular active and appropriate contribution aligned with the purpose of their appointment.

5.2 Specific expectations, activities, and anticipated outputs will be detailed in the appointment letter and agreed with the host. Expectations will be proportionate to the nature and duration of the appointment and reviewed annually.

5.3 Visiting academic staff are expected to conduct themselves in a manner consistent with the University’s values of friendliness, ambition, collaboration, enterprise, and student success.

5.4 Visiting academic staff must familiarise themselves with and adhere to University Policies and Regulations, and are expected to conduct themselves in a professional manner throughout the duration of their visiting appointment.

5.5 Visiting academic staff must maintain the confidentiality of information obtained during their appointment with the University.

5.6 Visiting academic staff may use University facilities (such as IT, library, or workspace) as designated by the relevant Dean of School.

6 Removal of a Visiting Academic Title

6.1 Visiting academics may relinquish their title at any time.

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6.2 Visiting academic titles are conferred on the authority and at the absolute discretion of the University, which reserves the right to withdraw a title at any time.

6.3 The title and position of a visiting academic may be removed from a member of staff at the absolute discretion of the Vice-Chancellor, acting in their capacity as Chair of the Academic Board.

Dr Matthew Andrews
Secretary and Registrar
Signed: **25 September 2026**

Alternative format
If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk .

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