

Scheme for the Appointment and Extension of Visiting Fellows, Visiting Senior Fellows, Visiting Professors and Visiting Professors in Practice

1. Introduction and Purpose of Scheme

- 1.1 This scheme aims to support Departments, Institutes and Centres in the School by enabling them to host distinguished individuals who are either academics or practitioners in other institutions or companies, and to benefit from an association with them. More specifically, associations of these kinds can significantly enhance the LSE's scholarly and practitioner community. As part of this, many visitors make contributions to the LSE's educational and research activities alongside core faculty, teaching and research staff.
- 1.2 These appointments/titles carry no remuneration. The only benefits that these appointments provide are listed in the benefits section (Section 6) of this Scheme.
- 1.3 All individuals that Departments/Institutes/Centres wish to host that meet the criteria specified in Section 2 must be nominated for a visiting appointment in line with this scheme.
- 1.4 This scheme comprises a range of visiting roles in order to provide flexibility to departments in the arrangements that can be made, depending on circumstance. These range from roles for early career scholars (i.e., pre-Major Review equivalent) or individuals of equivalent standing in an appropriate profession/occupation to roles for very senior faculty and/or practitioners whose connections with the School are appropriate to a visiting title at professorial level.
- 1.5 The Vice President and Pro-Vice Chancellor (Faculty Development) and Vice Chair of the Appointments Committee reserve the right to reject nominations under this scheme and or suggest the conferment of other titles, as appropriate, instead.

2. Titles, Criteria and Length of Appointment

2.1 Visiting Fellows

Visiting Fellow appointments are aimed at:

- a) Those external to LSE who are early career academics and researchers (post-doctoral but pre-Major Review or equivalent), and persons/practitioners of equivalent standing in an appropriate profession/occupation.

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 period of appointment for these Visiting Fellows will normally be three years in the first instance, renewable thereafter with no limit on the number of renewals.

- b) Those who have just completed their PhD at the School, or those who are due to complete their PhD at the School within the next twelve months.

The status of Visiting Fellow may be given locally to these individuals to provide an additional institutional affiliation with the School to assist with future job prospects.

The period of appointment for these Visiting Fellows should be no longer than one year.

2.2 Visiting Senior Fellows

Visiting Senior Fellow appointments are aimed at scholars who are of Associate Professor (or equivalent) level in their careers, and at 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/Centres. 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.

The period of appointment will normally be three years in the first instance, renewable thereafter with no limit on the number of renewals.

2.3 Visiting Professor or Visiting Professor in Practice

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. This includes Professors from other universities but also includes individuals with a non-academic background who may have achieved prominence in public life, or who have attained distinction in the professions.

The initial period of appointment will normally be for a minimum of twelve weeks and a

maximum of five years, renewable thereafter on a five-year basis with no limit on the number of renewals.

3. Appointment Procedure

- 3.1 Heads/Directors of Departments/Institutes/Centres must submit nominations 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](#).
- 3.2 Nomination 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) Confirm the title to which the Department/Institute/Centre wishes to confer as part of the application with desired length of appointment.
 - c) Confirmation that all resources (including office space) required for the tenure of the applicant will be provided by the host Department/Institute/Centre.
 - d) The individual's full up-to-date curriculum vitae.
- 3.3 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.
- 3.4 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 Vice President and Pro-Vice Chancellor (Faculty Development) and Vice Chair of the Appointments Committee may approve nominations out of rounds.
- 3.5 Appointment letters will be sent out in accordance with the timetable on the HR webpage.
- 3.6 The letter of appointment will be issued under the Vice Chair of Appointments Committee's signature, on behalf of the School. The letter of appointment will confirm the title as set out in the application under this Scheme at the School on a non-employment visitor basis. The appointments/titles carry no remuneration. The only benefits that these appointments provide are listed in the benefits section (Section 6) of this Scheme.

4. Duties and Responsibilities

- 4.1 The Academic Board has agreed that Departments/Institutes/Centres shall be

responsible for monitoring the contribution of individuals holding any visiting appointments with the School.

- 4.2 The duties of visiting appointees will be to participate in the teaching and research activities of the Department/Institute/Centre to which they are attached in accordance with arrangements to be agreed with the Head of Department/Director of Institute/Centre.
- 4.3 Visiting appointees 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 their visiting status.

5. Extension of Appointments

- 5.1 Departments/Institutes/Centres are responsible for monitoring the contribution of individuals holding visiting appointments at the School. Requests for renewal of all visiting appointments should be discussed and agreed at a Departmental/Institute/Centre meeting.
- 5.2 Heads/Directors 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 3.

6. Benefits

- 6.1 Visiting appointees are entitled to use the LSE Library and to use appropriate facilities in order to engage with the LSE community. These include access to email and appropriate buildings, catering facilities and social space.
- 6.2 Departments/Centres/Institutes will be responsible for ensuring that visiting appointees read, sign and date appropriate information, guidelines and terms which relate to their appointment. This includes the appointment letter (to be returned to Human Resources) and a copy of the 'Conditions of Use' form (to be returned to Data and Technology Services). Authorised Requestors within a Department/Centre/Institute should complete an [Ancillary Card Request Form](#) on behalf of a new Visiting or Associate appointment to obtain an ID card and access to email. Access to this form can only be approved by LSE Security Services.
- 6.3 The Department/Centre/Institute to which a visiting appointment is attached may wish to provide the visiting appointee with accommodation amounting at least to desk space

in the Department/Centre/Institute; this provision does not entitle the Department/Centre/Institute to claim an additional room.

- 6.4 As these appointments are on a non-employment visiting basis and carry no remuneration, no other benefits will be provided other than those under this section.

7. Visa Requirements

- 7.1 Individuals 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 with their appointment letter to help signpost them to further information about how they can apply for their visa, if they need one.

8. Applying for External Funding

- 8.1 Individuals 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 visitor/associate own institution). Individuals 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 a visiting appointment.
- 8.2 The Research Development Team in the Research and Innovation Division must be consulted prior to any funding application being submitted by the visiting appointee, 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, 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 2024	April 2024

Version history

Version	Date	Approved by	Notes
1	June 2023	Appointments Committee	

Contacts

Position	Name	Email	Notes
Human Resources	Review and Promotion Team	Hr.Visiting.Appointments@lse.ac.uk	

Communications and Training

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