

# Visiting Academic Staff Policy and Procedure 2025/26

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## 1. Introduction

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

These appointments contribute directly to the University's academic mission, research culture, and civic engagement objectives, in support of the Wrexham 2030 Strategy, visiting academic staff are expected to make meaningful contributions to one or more of the following strategic themes:

- **Academic Excellence** – Enhancing our research, scholarship, and curriculum.
- **Civic and Place-Based Impact** – Supporting the regeneration, skills, and wellbeing of North Wales.
- **International and Industry Partnerships** – Strengthening networks that benefit learners, applied research, and regional innovation.
- **Innovation in Teaching & Learning** – Contributing to inclusive, future-focused pedagogy.

## 2. Scope

This policy and procedure apply to all applications and renewals for visiting academic staff roles across Wrexham University.

It is intended for Wrexham University staff who wish to nominate external individuals for visiting appointments to support teaching, research, knowledge exchange, or civic mission activities.

This policy also ensures that visiting academic staff fully understand the terms and conditions of their appointment, including the expectations and responsibilities associated with their role at the University.

All visiting appointments are unremunerated. Faculties may choose to support expenses or additional work through a separate contractual arrangement in line with HR policy. Holding a visiting title does not confer employment status, and holding a paid contract with the University does not automatically confer or transfer an academic title.

## 3. Roles and Responsibilities

### *3.1 Nominee's Sponsor*

Wrexham University staff members are responsible for initiating the nomination process for a visiting academic role. They ensure the nominee meets the role's criteria, collaborate with the Dean of Faculty and submit the nomination on time. Additionally, the sponsor facilitates the nominee's integration into the university's culture, ensuring they understand their role and responsibilities within the faculty and wider institution.

### *3.2 Dean of Faculty*

Responsible for endorsing the nomination by providing a formal letter of support. They ensure the appointment aligns with faculty priorities, support the nominee's integration into the university's academic culture.

### *3.3 Faculty Leadership Team*

Review new nominations, ensuring the proposed visiting academic role aligns with faculty priorities and academic standards. They endorse the application for progression to HR and monitor ongoing progress annually.

### *3.4 HR Department*

Conduct all due diligence checks for visiting academic staff nominations, including verification of qualifications, references, professional registrations, identity, and any right-to-work or visa requirements. They confirm completion of checks to the research office, maintain and oversee the central university record of all visiting academic staff appointments, and manage the renewal process, ensuring compliance and continuity across the full appointment lifecycle.

### *3.5 Research Office*

Including the Clerk to the Professorial & Readership Committee, is responsible for coordinating the committee review process by circulating verified nominations, managing documentation, and recording decisions. They update the e-Recruitment system with committee outcomes, issue formal appointment letters, and ensure smooth communication across faculties and central offices. They also support the integration of visiting academic staff appointees into the university's research culture and maintain accurate procedural records.

### *3.6 Professorial & Readership Committee*

The Professorial & Readership Committee is responsible for reviewing each nomination, assessing academic merit, alignment with the proposed title, and contribution to the University's mission. The Committee ensures consistency of academic standards and supports the effective integration of visiting appointees into the University's scholarly community. For renewal of visiting appointments, the Committee will review the contribution made by the visiting academic to the University over the three-year appointment period.

### *3.7 Faculty Office*

Including the Head of Faculty Business Management are responsible for supporting the administration of visiting academic staff appointments by coordinating local processes, maintaining faculty-level records, and ensuring practical arrangements are in place. This includes setting up and confirming access to IT services, email accounts, library resources, workspace, and any other required facilities. They assist in integrating the visiting appointee into the day-to-day operations and culture of the faculty.

## **4. Definitions and Criteria for Appointments**

Visiting academic staff at Wrexham University can hold a variety of titles, depending on their qualifications, contributions, and alignment with University objectives. Each title has specific criteria, outlined below. [University guidelines for the conferment of Professorships](#) should be used as a key reference point when considering whether an individual's background and achievements are at an appropriate standing for appointment as a Visiting Professor.

### *4.1 Visiting Professor*

The title of Visiting Professor may be conferred on individuals of outstanding distinction who demonstrate international recognition and whose expertise contributes to the academic, research, enterprise, or strategic mission of the University.

Appointments must be made under one or more of the following categories:

- **Academic Leadership in Learning and Teaching / Student Success:** National or international recognition for innovative and influential contributions to teaching, learning, curriculum design, pedagogy, or student success.
- **Research and Innovation:** A sustained record of high-quality research or innovation with national or international esteem and a significant contribution to the discipline.
- **Enterprise, Engagement and Knowledge Transfer:** Outstanding achievement in enterprise, knowledge exchange, or engagement, with recognised impact on industry, policy, practice, or society at national or international level.
- **Strategic Leadership:** Distinguished strategic leadership in academic or professional contexts, demonstrating significant impact across at least two core University activities (teaching, research, enterprise).
- **Clinical / Professional / Industrial:** A substantial and sustained national or international reputation for excellence and leadership in clinical, professional, or industrial practice.

**Additional requirements for Visiting Professor:**

- Applications must include a reference confirming that the individual meets professorial-level standing, either through an existing professorial appointment elsewhere or through evidence aligned with Wrexham University's professorial criteria.
- Appointment as a Visiting Professor does not confer the title of Professor in any paid role at Wrexham University.
- If a Visiting Professor subsequently applies for a paid academic post, the professorial title does not transfer automatically. Conferment of Professor would require a separate application through the University's formal conferment process.
- Visiting Professors who do not hold a professorial title elsewhere must clearly indicate their status as Visiting Professor at Wrexham University in all external representations.

#### *4.2 Visiting Senior Fellow*

The title of Visiting Senior Fellow may be awarded to individuals who demonstrate a level of distinction and impact broadly equivalent to that required for Reader.

Appointments may be made under one or more of the following categories:

- **Learning, Teaching, and Student Success:** A distinguished contribution to the advancement of a subject or profession through learning and teaching, demonstrated by impact and leadership beyond Senior Lecturer level, including curriculum innovation, pedagogic scholarship, and influence on student success.
- **Research and Innovation:** A distinguished contribution to the advancement of a subject or profession through original research or innovation, demonstrated by a strong record of high-quality outputs, leadership or collaboration, and evidence of national or international standing.
- **Enterprise/ Clinical/ Industrial/ Professional Practice:** A senior-level clinical, professional, or industrial contribution that advances practice and demonstrably supports teaching, research, knowledge exchange, or student development.

Visiting Senior Fellows should provide evidence of achievement, leadership, and esteem consistent with Reader-level criteria, together with a clear indication of their intended contribution to the University.

#### 4.3 Visiting Fellow

The title of Visiting Fellow may be awarded to individuals who demonstrate emerging or established expertise and contribution aligned with the University's academic, research, enterprise, or professional mission, normally below Reader level.

Appointments may be made under one or more of the following categories:

- **Learning, Teaching, and Student Success:** A meaningful contribution to learning and teaching or student success within a subject or professional area, demonstrated through effective teaching practice, curriculum contribution, pedagogic engagement, or support for the student learning experience.
- **Research and Innovation:** A developing or established contribution to research or innovation within a subject or professional area, demonstrated through publications or outputs, participation in research projects or collaborations, or contribution to knowledge exchange activity.
- **Enterprise / Clinical / Industrial / Professional Practice:** A professional, clinical, or industrial contribution that supports teaching, research, knowledge exchange, or student development through applied expertise, professional practice, or engagement with external partners.

Visiting Fellows are expected to work collaboratively with faculty members and contribute meaningfully to the academic and research culture at the University.

#### 4.4 Visiting Researcher

The title of Visiting Researcher is suitable for early-career academics or postgraduate researchers associated with the University. This category includes individuals who:

- Are developing research careers and contribute to the University's research projects and research culture.
- May not yet independently manage research projects but contributes meaningfully to ongoing research initiatives.

Visiting Researchers typically hold this title while furthering their professional development under the guidance of academic staff

### 5. Terms of Appointment

5.1 Visiting academic staff are not University employees in relation to their visiting role. The visiting appointment is unremunerated, but individuals may also hold a separate paid contract with the University.

5.2 Visiting academic staff are part of a vibrant university community, contributing expertise and supporting wider institutional activities. They are linked to a Faculty, Institute, Centre, Professional Service, or group active in research, innovation, civic engagement, enterprise, or pedagogic development.

5.3 Visiting academic staff are expected to make regular active and appropriate contribution aligned with the purpose of their appointment. Specific expectations, activities, and anticipated outputs will be detailed in the appointment letter and agreed with the host Faculty or academic lead. Contributions may include research, knowledge exchange, teaching, supervision, mentoring, curriculum development, professional practice, or other scholarly and civic activities. Expectations will be proportionate to the nature and duration of the appointment and reviewed annually.

5.4 Visiting academic staff are expected to conduct themselves in a manner consistent with the University's core values of Excellence, Inclusion, Collaboration, Transformation, and

Sustainability, and to reflect these values in their academic, professional, and civic contributions.

- 5.5 Wrexham University is committed to fostering equality, diversity, and inclusion, creating an environment free from discrimination based on dignity and respect. The [Equality, Diversity & Inclusion Policy](#) will be followed when appointing visiting academic staff, who are expected to adhere to it.
- 5.6 Visiting academic staff must familiarise themselves with both University and local [Health and Safety Procedures](#) before commencing their appointment and ensure compliance throughout its duration. Like all academic staff, visiting academic staff have a responsibility to safeguard the health, safety and wellbeing of students and staff under their direction and to take reasonable care of their own safety and that of others affected by their actions.
- 5.7 Visiting academic staff may use university facilities (such as IT, library, or workspace) as designated by the relevant Faculty or Department, subject to availability and agreement from the relevant department head/ academic lead.
- 5.8 All visiting academic staff must adhere to Wrexham University policies and procedures when conducting research, teaching, or other academic activities under the auspices of the University. This includes compliance with regulations relating to ethics, intellectual property, data protection, research integrity, responsible innovation, and other relevant University frameworks and regulations.
- 5.9 Visiting academic staff have access to the University Outputs Repository. When conducting research or publishing under Wrexham University, they should affiliate their publications with the University and deposit them in the Repository.
- 5.10 Visiting academic staff must maintain the confidentiality of information obtained during their appointment with the University, where appropriate.
- 5.11 Visiting academic staff are expected to conduct themselves in a professional and orderly manner throughout their appointment. Any occurrences of misconduct will be reviewed and may result in the withdrawal of the appointment or offer. A visiting title may be withdrawn by the Vice-Chancellor at any time.
- 5.12 Visiting academic staff may not undertake external examiner duties for Wrexham University degrees during their tenure or within five years of its conclusion.
- 5.13 Appointments are normally for three years and are subject to annual review by the relevant Dean of Faculty. Renewal after three years requires a new nomination and review process, which must detail the contribution that has been made during the appointment period.
- 5.14 Whilst an individual a visiting status is actively undertaking work on behalf of the University; they may be covered by the University's cover arrangements as though they were an employee of the University. Employers' Liability, Public Liability, Professional Indemnity, Governors' Directors' and Officers' Liability, Personal Accident and Travel (including personal liability) may apply - except that should the individual be entitled to indemnity from any other source, then that will take precedence in the event of a claim.

## 6. Appointment Procedure

### 6.1 Nomination

Nominations are submitted by a Wrexham University staff member via the e-Recruitment system using the visiting academic staff form. The proposal must include an up-to-date curriculum vitae, with publication list if applicable and a letter of support from the Dean of Faculty.

### 6.2: Faculty Approval

The Faculty Leadership Team reviews the application at the next available meeting. The Head of Faculty Business Management approves the submission via the e-recruitment system on behalf of the Faculty Leadership Team.

### 6.3 HR Due Diligence

HR undertakes verification including:

- Qualification checks (relevant to visiting status role as stated on the request form)
- Registration with professional/regulatory bodies (if required).
- Two reference checks (including current employer).
- Photographic identification check (passport or driving licence).
- Comment on any matters of concern.

A right to work check may be required in some circumstances and this will be confirmed at the time of approval. Where a right to work check is required this must be completed before the appointment starts. If academic visitors are based overseas and will be coming to the UK, they may be subject to obtaining a visa and/or Academic Technology Approval Scheme (ATAS) certificate before travelling. ATAS is a UK government scheme which provides a vetting service for students and researchers from certain countries. The aim is to prevent technology research/knowledge from being used to support military programmes “of significant concern” overseas. If you’re a researcher coming to the UK as a visitor, you may need to obtain an ATAS certificate before beginning any relevant research activity in the UK.

HR confirms completion of all checks via the e-Recruitment system to the Research Office.

### 6.4: Committee Consideration

The Head of Research Services, as Clerk to the Professorial and Readership Committee, prepares the submission for the next available committee meeting that meet four times a year. Approval requires a 75% positive vote from committee members.

### 6.5: Outcome and Communication

The Research Office updates the e-Recruitment system, uploading committee minutes and decision documentation. The Research Office issues a formal outcome letter to the applicant, detailing the terms of appointment, copying the nominee, Dean, Faculty Office, Vice Chancellors Office and [visitingroles@wrexham.ac.uk](mailto:visitingroles@wrexham.ac.uk). The decisions is reported at the next Faculty Leadership Team meeting.

### 6.6 Induction and Engagement

The Faculty Office, Research Office, nominee’s sponsor, and relevant academic staff will coordinate an appropriate induction for visiting academic staff. This will include access to IT systems, library resources, workspace, and any other necessary facilities, as well as signposting to relevant University policies, procedures, and guidance. Visiting academic staff

will be supported to familiarise themselves with the University's policies, facilities, and resources and, where appropriate, to engage in Faculty and University activities.

#### *6.7: Annual Review*

Faculty Leadership Team reviews each visiting appointment annually, gathering input from the visiting academic and the nominee's sponsor. They assess progress, contributions, and integration into the university's culture, then provide a summary update to the Professorial & Readership Committee. Any recommendations or issues affecting renewal are communicated to the nominee and sponsor.

#### 6.8 Renewal

Visiting appointments are renewable after three years and follow the same process as the original nomination. HR maintains the central university record of all visiting appointments and coordinates with the visiting academic and nominee's sponsor to manage the renewal process. All renewal application must provide details and evidence of the contribution the visiting academic staff member has had to the University within the timeframe.

### **7. Governance and Review**

The Professorial and Readership Committee will review the effectiveness, consistency, and outcomes of the visiting appointment process annually. The Committee will receive annual progress reports from visiting appointees and a summary of all appointments at each scheduled meeting.

The nominee for the visiting academic staff member must ensure that all appointees are fully informed of the terms outlined in the policy and procedure, as well as their specific responsibilities as visiting staff. Additionally, they must keep visiting staff updated on any changes to policies, procedures, or regulations, and ensure they are effectively integrated into the culture of Wrexham University.

## Appendix 1: Flowchart of procedure

	Nominee- WU Staff
	FLT & Faculty Office
	HR
	RO and P&R Committee

