

## VISITING PROFESSOR AND VISITING FELLOW POLICY

### Purpose

1. At Richmond American University London (RAUL), we take pride in our commitment to fostering a dynamic, inclusive, and international academic culture. We recognise the invaluable contributions of researchers, scholars, and professionals from diverse backgrounds **and partner Institutions/Universities**. The appointment of Visiting Professors and Visiting Fellows plays an important role in this environment, where the exchange of ideas flourishes, collaborative research endeavours thrive, and meaningful interactions among diverse voices are encouraged.
2. This policy sets out the process for the award and renewal of appointments of Visiting Professors and Visiting Fellows at RAUL. Such positions are honorary, with benefits to RAUL primarily through research, teaching, and knowledge exchange.

### Definitions

3. Visiting Professors: Reserved for individuals of exceptional academic or professional standing who collaborate significantly with RAUL on research and/or teaching programmes to produce measurable outcomes. Academic candidates should be at professor level, with a record of excellence in research, learning and teaching. Professionals should demonstrate distinguished achievements and influence in their sector.
4. Visiting Fellows: Conferred upon individuals of considerable academic or professional standing, typically from lecturer to associate professor level, or with a record of achievement and influence in business, industry, or the public sector.
5. Titles are awarded for an initial maximum of three years (Visiting Fellows) or five years (Visiting Professors) and may be renewed where collaboration continues. Titles lapse at the end of collaboration.

### Access to Resources

6. Visiting Professors and Visiting Fellows are not employees of RAUL and will not receive remuneration. Normally, appointments will be provided with:
  - 6.1 An email account and access to academic resources, including the Library and e-resources
  - 6.2 Limited office or hot-desk space
  - 6.3 An ID card providing access to appropriate areas of the campus

7. Visiting Professors and Visiting Fellows are expected to acknowledge their affiliation with RAUL in scholarly works and relevant activities during the period of association. Use of RAUL's name or logo requires prior authorisation from the Academic Board or its delegated authority.

## **Nominations and Appointment Process**

8. All appointments are expected to comply with RAUL's values, Code of Conduct, Equality and Diversity commitments, and other relevant university policies. Nominations must comply with current UKVI regulations.
9. Applications should include sufficient detail about the candidate's background, academic or professional standing, and expected contribution to RAUL's strategic objectives. Applications will be reviewed at School level before submission to the Research and Enterprise Office. Recommendations are then considered by the Academic Board for approval.

## **Confirmation of Appointment**

10. The Academic Board (or delegated authority) will confirm appointments. Successful applicants will be informed formally by the Vice-Chancellor's Office. HR will save a copy of the letter of appointment. Access to IT services must be requested separately through the appropriate University channels.

## **Annual Review**

11. All appointments will be reviewed annually through submission of an Annual Report provided by the Head of Department. RAUL reserves the right to end an appointment if collaboration is no longer active. The Annual Report will be reviewed by Academic Board.

## **End of Appointment**

12. Academic Board will maintain records of appointment periods and alert the relevant Department near the termination date. Titles lapse upon the end of collaboration.

## **Appendix 1: Equality Impact Assessment**

13. RAUL is committed to promoting equality, diversity and inclusion (EDI) in line with its Access and Participation Statement and the Equality Act 2010. This policy ensures fair and transparent nomination and appointment processes, open to all external researchers and professionals whose work aligns with RAUL's academic mission and values. Applications are assessed using clear criteria, and staff involved in reviews undertake mandatory EDI and unconscious bias training.
14. The policy supports RAUL's strategic priority of building a diverse academic community where staff, students, and external collaborators can thrive, and reflects the university's motto of 'Unity in Diversity'.

**Responsible Department: HR**

**Approving body: Academic Board**

Version no.	Key Changes	Date of approval	Date of effect
1	First Version	Jan 2026	Jan 2026
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	