

UNIVERSITY OF GALWAY
OLLSCOIL NA GAILLIMHE

ACADEMIC PLANNING AND RESOURCE COMMITTEE

Guidelines for the acceptance by Academic Staff of the University of Adjunct and Visiting Appointments at other institutions.

1. General Principles

The University supports, in principle, the acceptance by staff of adjunct and visiting appointments at other institutions considering that such appointments acknowledge the standing of the staff member concerned and provide opportunities for staff to create international links to their own benefit, the benefit of their students and this University.

2. Requirement for Guidelines

The acceptance of an adjunct/visiting appointment should not interfere with a staff member performing those duties in respect of which he/she has a contract with the University.

3. General Conditions

The following general conditions apply to the acceptance of an adjunct or visiting appointment

- The appointment, including its title, must be compatible with the standing of the staff member in this University
- The institution offering the appointment must be of an appropriate standing
- In no case should the appointment interfere with the staff member's teaching, research and other duties as a member of academic staff or impose burdens on students, colleagues or on the University generally
- All research work, publications, etc., of the staff member must be credited to the University of Galway
- Normal procedures in relation to periods of absence from the University will apply to absence related to the Adjunct/Visiting Appointment.

4. Permission

- 4.1 In the interests of transparency and accountability it is important that the University be aware of adjunct and visiting appointments held by staff.
- 4.2 Application for permission to accept an appointment as an Adjunct or Visiting staff member at another institution must be made on the attached form. An appointment may not be accepted unless permission has been granted.

- 4.3 The grant of permission to accept an adjunct or visiting appointment rests with the President, or his nominee, following on the recommendation of the relevant Head of School (in the case of a Head of School, the recommendation of the relevant Dean of College will be required. In the case of a Dean, the recommendation of the Deputy President and Registrar will be required). For the purposes of these Guidelines, the President's nominee is the Deputy President and Registrar, except in the case of Deans where the President will act.
- 4.4 Application to accept an adjunct or visiting appointment should be made in the first instance to the Head of School, Dean or Deputy President and Registrar in accordance with 4.3 above, who shall recommend on the application to the President, or his nominee, as appropriate.
- 4.5 The application shall be made on Form APR/AVA/1 attached. Sufficient information to enable the application to be assessed must be given.
- 4.6 The Head of School/Dean/ Deputy President and Registrar shall advise the Deputy President and Registrar/President as to whether or not the permission should be granted and as to the conditions, if any, that should attach to the permission.
- 4.7 The Deputy President and Registrar/President, as appropriate, may revoke or amend permission for the appointment at any stage where, in his opinion, the commitment involved is no longer consistent with the contractual duties of a member of staff.
- 4.8 It shall always be a condition of the grant of permission that any listing of the Adjunct/Visiting appointee by the other institution will make the Adjunct or Visiting nature of the appointment clear.
- 4.9 The Deputy President and Registrar shall keep a register of permissions to accept Adjunct and Visiting posts at other institutions. A section on Adjunct and Visiting appointments held by staff may be included in the President's Report.

5. Appointments, etc, not falling within the scope of these Guidelines

- 5.1 The following appointments and work do not fall within the terms of these Guidelines.
- Extern Examinerships
 - Occasional writing of a general kind
 - Occasional lectures, radio or television appearances.
- 5.2 "Occasional" as used in paragraph 5.1 means rare in frequency within a session and/or short in separate or accumulated duration in any one or more instance in a session.

**University of Galway
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Request for Permission to accept an Adjunct or Visiting Appointment
at another institution

This form should be returned to the Deputy President and Registrar's Office

Name : _____ (please print)

School : _____

1. Name and Address of Institution which has offered the appointment

2. Title of the Appointment offered: _____

3. Duration of Appointment: _____

4. Remuneration (if any) attached to Appointment: _____

5. Duties/obligations attached to Appointment: _____

6. Required visits to the appointing institution in connection with the appointment (specify in terms of days and give dates):

7. Append a one-page statement of expected benefits from the appointment for you personally, your School, College, University and students.

8. I hereby apply for permission to accept the appointment as _____
_____ at _____

under the terms and conditions attached to the Adjunct and Visiting Appointment Guidelines.

Signed : _____

Dated : _____

Recommendation (Head of School*) : _____

Dated : _____

*Sections 4.3 and 4.4 of Guidelines refer