



POLICY:	Visiting Scholars Policy
FIRST DRAFT:	Approved ET 2021#07, May 2021
ADOPTED:	UR2021#03 Note: The adoption of this policy will lead to the suppression of the Visiting Professors Policy & Procedures (PGP79) which was approved: ABR 2015#02 (15th June 2015)
AMENDMENTS:	
REVIEW:	2026

1.0 Policy Statement and Objectives

- 1.1 Mary Immaculate College (MIC) wishes to build cooperative links and enter into mutually beneficial collaborative relationships with external academics.
- 1.2 In this context it is anticipated that MIC will host invited Visiting Scholars who are in a position to share their research experience or make significant contributions to the academic work of the College;
- 1.3 MIC recognises the significant contribution that Visiting Scholars can make to the academic life of the institution. The College is committed to mutually sharing the knowledge and expertise of its own staff by providing opportunities for Visiting Scholars at various career stages to contribute to, and share in, its academic work.
- 1.4 Invitations to Visiting Scholars will be time-bound, with start and end dates specified by the College and conveyed in writing to the visitor.
- 1.5 All policies, guidelines and protocols of MIC will reflect the College's commitment to the promotion of equality in accordance with law.

2.0 Scope of Policy

- 2.1 This Policy provides for the creation of visiting roles, titles and privileges to:

Visiting Research Scholars
Emeritus Scholars
Adjunct Scholars

3.0 Responsibilities

- 3.1 It is the responsibility of the Executive Team to approve processes for awarding roles, titles and privileges for Visiting Scholars.
- 3.2 It is the responsibility of the Executive Team to oversee the implementation of this policy and its linked procedures.
- 3.3 It is the responsibility of Visiting Scholars to adhere to relevant College policies, procedures and codes of practice.

4.0 Visiting Research Scholars

- 4.1 Visiting Research Scholars from other institutions may be hosted by members of MIC staff for short, clearly defined, visits on a no-cost basis.
- 4.2 Visiting Research Scholars will not be employees of the College and will have no entitlement to remuneration or other employee benefits.

- 4.3 Visiting Research Scholars may be at any career stage (e.g. postgraduate, post-doctoral, research fellow, reader, Professor and/or other recognised status). The title awarded to a Visiting Research Scholar will correspond to the title they hold in their home institution (e.g. Visiting Research Fellow; Visiting Post-Doctoral Researcher; Visiting Postgraduate Student).
- 4.4 Visiting Research Scholars will have access to certain defined research facilities of the College (e.g. study space, library access, email services) and will be facilitated to collaborate with MIC colleagues who have similar research interests.
- 4.5 The procedure for awarding Visiting Scholar titles and privileges is documented in a Standard Operating Procedure [RGS-SOP-110] and is managed by the Vice President for Research through the Research & Graduate School and the Human Resources Office.

5.0 Emeritus Scholars

- 5.1 Emeritus titles may be awarded by the College Executive Team to scholars of distinction who have retired from the College but who wish to remain active in research and scholarship with which the College is satisfied to be associated.
- 5.2 Emeritus Scholars will not be employees of the College and will have no entitlement to remuneration or other employee benefits.
- 5.3 Emeritus Scholars will have access to certain defined facilities of the College (e.g. study space, library access, email services) and will be facilitated to collaborate with MIC colleagues who have similar interests.
- 5.4 The title awarded to an Emeritus Scholar will correspond to the title they held before retirement from MIC
- 5.5 The procedure for awarding Emeritus Scholars titles and privileges is documented in a Standard Operating Procedure that is managed through the Human Resources Office.

6.0 Adjunct Scholars

- 6.1 Adjunct titles and privileges may be awarded by the College to persons distinguished by high achievements in their own field who can make significant contributions to the academic work of the College.
- 6.2 Adjunct Scholar awards will normally have a minimum duration of three years and a maximum duration of five years.

- 6.3 Adjunct Scholars will be expected to enhance the teaching or research profile of the College and to contribute to intellectual life within and outside MIC.
- 6.4 The title awarded to an Adjunct Scholar will be as follows:
 - (a) for academics the title at MIC will correspond to that which they held in their previous institution; or
 - (b) for those from outside academia the title will correspond to the level of distinction they have achieved in their professional field of expertise.
- 6.5 The College's procedure for engaging Adjunct Scholars will be documented in a standard operating procedure that is managed through the Human Resources Office. Adjunct Scholars will not be engaged as an alternative to the employment of part time lecturers.
- 6.6 Remuneration
 - (a) Adjunct Scholars will not normally be employees of the College.
 - (b) Remuneration will be payable in circumstances where an Adjunct Scholar undertakes a defined body of work under a contract of employment. Such arrangements must be approved by the ET on the recommendation of the Directors of Finance and Human Resources. The rate of remuneration must be agreed in advance of any contract being entered into, and will be in accordance with prevailing approved rates of pay.

7.0 Audit and Evaluation

- 7.1 This policy will be reviewed on a five-yearly basis. The Director of Human Resources will initiate the review.