



Visiting Scholars, Adjunct Staff and Emerita/Emeritus Fellows at TU Dublin – Procedures

TU Dublin

HR Procedure Document Record	
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Notes	

1. **INTRODUCTION**

TU Dublin may, from time to time, wish to appoint staff on an adjunct, visiting or emeritus/emerita staff to bring a diversity of academic and professional experience and specialist expertise to the University. Such appointments are intended to enhance the intellectual life of the University and expand the opportunities for contribution to our teaching, research and engagement mission.

The purpose of this document is to set out the procedures to be applied when appointing various categories of people to a visiting, adjunct or emeritus/emerita position at TU Dublin.

2. **Visiting Scholar**

Nomination and Appointment Procedures

The following procedures apply to all external visiting scholars and academic staff wishing to spend a defined period of time at TU Dublin.

Step 1. Interested applicants will, in the first instance, make a written application to the academic unit or Research Hub/Centre where s/he wishes to spend their period of visit. The application should include the following documentation:

- Proof of support for the period of visiting scholarship such as through fellowship, travelling scholarship or grant;
- Proposal for the activities to be carried out during the period of visit;
- Proof of research ethics approval from the Research Ethics Committee or Institutional Review Board of their home institution as required. If such documentation is not available and is required for the purposes of the activities to be undertaken at the University, the visiting staff member will be required to submit a research ethics/assessment of risk form to the TU Dublin Research Ethics Committee.
- Completed [the Visiting Scholar/Academic Staff application form](#);
- Full curriculum vitae;
- Copy of their international medical insurance.

Step 2. Upon receipt of the application, the hosting Manager will assess whether:-

- The candidate meets all of the following conditions:
 - Holds a degree (preferably at masters or doctoral level) awarded by a recognised third level institution in an area relevant to TU Dublin;
 - Holds a valid visa if required;
 - Holds valid international medical insurance for the duration of the visit;
 - Evidence of funding support such as fellowship, travelling scholarship or other source of funding.

- The proposed activities are relevant to the hosting academic unit or Research Hub/Centre and are of mutual benefit to the partner organizations involved;
- The application has identified the name of a senior academic member of staff to act as sponsor, collaborator or mentor as appropriate;
- The necessary materials, laboratory and office resources required by the visiting staff member can be provided by the hosting centre at TU Dublin.

If the relevant Manager is satisfied that all of the above conditions are met, s/he will recommend the Visiting Staff Application Form and forward to the relevant Dean / Vice-President for final approval.

Step 3. The Dean or Vice President will make the decision as to whether the application is to be approved. If it is to be approved, they will forward the application to the office of the Head of Research Support Services, who will issue a formal letter of invitation, copying both the Registrar and Deputy President, and the Vice President for Research and Innovation. The invitation letter will:

- Specify the duration of the visit;
- Confirm that no salary or other form of funding will be provided by TU Dublin;
- Confirm the name of a senior academic member of staff to act as mentor of the applicant;
- Include a copy of this procedure and related policy terms and conditions.

Step 4. Upon receipt of the invitation letter, the applicant will sign the acceptance form and return it before the period of visit begins. Once the interested candidate has accepted the invitation in writing, the Dean or Vice President will inform Academic Council of the status of the Visiting Scholar. A list of such appointments will be forwarded to Academic Council each semester for noting.

Step 5. Soon after arrival, the visiting staff member will sign the Visiting Staff Member Intellectual Property Agreement.

3. Adjunct Staff

Nomination and Appointment Procedure

The following procedure applies for the purposes of nominating adjunct academic staff (Please note adjunct staff are not a replacement for HPAL's). The proposal for an adjunct appointment will be made by a Head of School or Manager to the relevant Faculty Dean (or Vice President for Research and Innovation, where an adjunct position is based in a research hub/center).

The following steps apply:

Step 1. The proposer completes a Proposal [Form for Adjunct Staff](#). No undertaking should be given to the nominee at this stage in respect of the appointment, its level or access to TU Dublin facilities or resources. The proposal form is forwarded to the Head of School or Vice President for Research and Innovation, as appropriate.

Step 2. The proposal form (and accompanying material including CV) is forwarded to the Dean / Vice-President who should discuss the proposed nomination with the Head of School or Research Hub/Centre as appropriate. If they are satisfied that the appointment will be beneficial to TU Dublin, the Dean / Vice-President will approve the application and forward details to the Onboarding Manager, Human Resources.

Step 3. An appointment letter will be sent by the Human Resources to the adjunct appointee who will be asked to sign the accompanying Terms of Appointment.

Appointments will normally be for a fixed period of time, usually 4 years, subject to an annual review; reappointment is possible.

Step 4. The relevant Faculty will request from the appointee a short profile using a standard form for public dissemination purposes.

4. Emeritus/Emerita Fellows

Application Procedures

Interested applicants will make a written application according to the following steps:

Step 1. The retired member of staff completes an Application (See [Emeritus/Emerita Fellow Application form](#) for Emeritus/Emerita Fellow. This should comprise:

- A completed Emeritus/Emerita Fellow Application Form;
- A research work-plan agreed between the hosting Faculty/Research Hub/Centre and the candidate including proposed accommodation, if required;
- Approval from the relevant Faculty Dean or Head of Research Hub/Centre.

Step 2. The application form (and accompanying material including CV) is forwarded to the Vice-President for Research & Innovation who will discuss the proposed nomination with the Head of School or Research Hub/Centre as appropriate. If s/he is satisfied that the appointment will be beneficial to TU Dublin, the Vice-President for Research & Innovation will table the Application Form to the Research & Innovation Academy for review.

Step 3. The Research & Innovation Academy will assess the application. If the Academy is satisfied the grant of Emeritus/Emerita status will be of benefit to TU Dublin and to the retiring/retired staff member, it will make a recommendation to the President. The granting of the status will be approved by the President, and a list of appointments made each semester will be forwarded to Academic Council for noting. The status will be granted for a defined time period, usually 4 years

Step 4. Following approval, an appointment letter will be sent by the Office of the VP Research & Innovation to the Emeritus/Emerita appointee who will be asked to sign the accompanying Terms of Appointment and to complete a short profile using a standard form for public dissemination purposes.

Appointments will normally be for a fixed period of time, usually 4 years, subject to an annual review; reappointment is possible.

QUERIES ON THIS PROCEDURE DOCUMENT:

Contact: Recruitment Team
E-Mail: Recruitment@tudublin.ie

