Code: QA224
Title: **Adjunct and Visiting Appointments at Other Institutions**
Date: 27/11/2009
Approval: APRC

1.0 Purpose

Permission for accepting adjunct and visiting appointments at other institutions.

2.0 Description

The University supports, in principle, the acceptance by staff of adjunct and visiting appointments at other institutions. Such appointments acknowledge the standing of the staff member concerned and provide opportunities to create international links. 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 at the University of Galway
- The institution offering the appointment must be of an appropriate standing
- The appointment must not interfere with normal teaching, research and other duties 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 of Galway will apply to absence related to the Adjunct/Visiting Appointment.
- Any listing of the appointee by the other institution will make the Adjunct or Visiting nature of the appointment clear.

2.1 Permission

All staff must apply using the attached form to the President or his nominee (the Deputy President and Registrar) and with the support and recommendation of their respective Head of School or Dean of College or Deputy President and Registrar, as appropriate. The President or nominee may revoke or amend permission at any stage in the appointment. The Deputy President and Registrar shall maintain a register of all appointments that may also be recorded in the President's Report. The following appointments and work do not fall within the terms of this policy: (i) Extern Examinerships; (ii) Occasional writing of a general kind; (iii) Occasional lectures, radio or television appearances where occasional means rare in frequency within a session and/or short in separate or accumulated duration in any one or more instance in a session.

3.0 Responsibilities

Name	Responsibility
Deputy President and Registrar:	Policy Owner
President (or nominee):	Granting permission and/or revoking/altering terms of appointments
Head of School, Dean of College or Registrar and Deputy-President:	Supporting applications and assuring that they adhere to the terms of this policy
Academic Staff:	Submission of applications and adherence to the terms of this policy

4.0 Attachments

QA224 Application Form

QA224 Application Form – by Email

From: *Applicant*
To: *Deputy President and Registrar's Office*
Cc: *Deputy President and Registrar or Dean of College or Head of School*

Subject: *Permission to Accept Adjunct or Visiting Appointment at another Institution*

Dear Colleague,

Following consultation and approval by the Deputy President and Registrar or Dean of College or Head of School (delete as appropriate) I would like to request permission to accept Adjunct or Visiting Appointment at another Institution under the terms layed down in policy QA224.

Full details of my proposed appointment are given below.

Appended is a one-page statement of expected benefits from the appointment for me personally, my School, College, University and students.

Yours sincerely etc.

Applicants Name
School of xxxxxxxxxxx

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1. Name and Address of Host Institution:
2. Title of the Appointment Offered:
3. Duration of Appointment (mm/yy-mm/yy):
4. Remuneration (if any) attached to Appointment:
5. Duties/obligations attached to Appointment:
5. Specify number of days and dates absent from NUI Galway: