

**Policy for Visiting Scholars, Adjunct  
Staff and Emerita/Emeritus  
Fellows at TU Dublin**

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## Introduction

TU Dublin may, from time to time, wish to appoint individuals on an adjunct, visiting or emeritus/emerita basis 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. Their integration within TU Dublin community will make a significant contribution towards meeting the University's strategic objectives relating to People, Planet and Partnerships, as outlined in the TU Dublin Strategic Intent 2030.

The purpose of this policy is to set out the rationale and criteria to be applied when appointing individuals to a *visiting, adjunct or emerita/emeritus* positions at TU Dublin.

The terms 'visiting', 'adjunct', 'emeritus,' or 'emerita' do not confer any entitlement to employment with TU Dublin and are issued solely for those whose primary employment responsibility is outside the University, or who have retired from the University. In addition, the policy has no bearing on the use of titles or grading in the context of University career structures or tenured employment at TU Dublin; these are the subject of separate policies available from the Human Resources website.

## 1. Visiting Scholar

TU Dublin will regularly host visiting academics from other higher education institutions and other organisations who spend time at the University contributing to its teaching, research and professional activities. Such visits are an opportunity for dialogue and networking. A visiting position encourages academic staff mobility and enhances the range of relationships and partnerships established with other higher education institutions, research organisations, industry and other organisations.

The purpose of this policy is to clarify the status of visiting scholars who wish to spend a defined period of time (normally 1 to 12 months) at TU Dublin as part of their academic, research or professional activity.

### Duties and Privileges of the Visiting Scholar

Holding the status of a Visiting Scholar at TU Dublin is considered a privilege and the University reserves the right to revoke this status at any time during the visit with due reason.

Visiting Scholars are not TU Dublin employees and therefore they will not be entitled to the benefits applicable to TU Dublin staff members such as pension contribution, payment of a salary, etc.

All Visiting Scholars will be provided with a visiting staff card that will entitle them to:

- Access certain library services and facilities and borrow books and other printed material from the TU Dublin Library Services Centre;
- Attend a TU Dublin lecture or seminar free of charge subject to permission from the relevant Head of School and course/seminar coordinator;
- Attend TU Dublin social and other events in which case appropriate charges may apply;
- Obtain an email address such as `firstname.surname@TUDublin.ie`.

As part of their visit at the TU Dublin, all Visiting Scholars will be required to comply with all TU Dublin policies and regulations and will:

- Undergo an induction organised by the hosting academic unit or research unit;
- Deliver a module development/seminar/master class as agreed with the hosting academic unit or research unit;
- Undertake any other training deemed mandatory and relevant to the specific area of research to be funded by the hosting academic unit or research unit;
- Submit a Research Ethics/Assessment of Risk Form to a TU Dublin Research Ethics Committee if deemed appropriate;
- Will use, in any documentation or electronic communication, the title of Visiting Scholar in its entirety, so that it is clear that the role is of temporary nature and does not imply any employment relationship. This would apply to, for example, business cards, correspondence and publications.

## Nomination and Appointment

Candidates interested in becoming a Visiting Scholar at TU Dublin, should follow the Application Procedure available on the Human Resources website. This procedure encompasses the following steps:

### 1) *Application*

Interested applicants will, in the first instance, make a written application, attaching relevant documentation, to the academic or research unit where they wish to spend their period of visit. This application will include, *inter alia*, a summary of the activities to be carried out.

### 2) *Assessment*

Upon receipt of an application, the manager of the hosting unit will review the application to assess the suitability, benefit and resourcing implications of the visit. They will also consider gender, race/ethnicity and ability diversities and equalities and document how this consideration informed their recommendation. Recommendations for acceptance of the application will be forwarded to the relevant Dean or Vice President.

### 3) *Approval*

The Dean or Vice President will make the decision as to whether the application is to be approved. If it is they will issue a formal letter of invitation, cc'ing both the Registrar and Deputy President, and the Vice President for Research and Innovation.

### 4) *Confirmation*

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.

## 2. Adjunct Staff

TU Dublin may wish to appoint adjunct staff for the purposes of enhancing the teaching or research profile of a School, Faculty, or research unit, and to contribute to the intellectual life of the University. An adjunct appointment is an honour bestowed by the University and is regarded as benefiting both the appointee and the University.

Adjunct appointees are individuals distinguished by high achievement in the world of academia, industry, business, science, the professions, the arts or public service who have been recognised by peers as outstanding in their field.

Adjunct appointees will be given titles that are most appropriate in terms of academic rank, recognising that academic experience may differ relative to academic staff who are employed at the University. They will possess professional and/or academic qualifications and expertise comparable with those expected of faculty at a similar grade within the University

The appointee to an adjunct position is not an employee of the University and will not receive any remuneration for activities carried out as an adjunct member of staff. Adjunct staff are nominated to the position as opposed to being appointed on the basis of a competition. As adjunct staff, TU Dublin is *not* their employer.

The following titles may apply to adjunct staff appointed by the University commensurate with the experience and expertise of the appointee:

### ***Adjunct Professor***

Appointment under the Adjunct academic criteria will normally only be made at Adjunct Professor level to persons who are eminent leaders in their field and distinguished by high achievement in the world of industry, business, science, the professions, the arts or public service. They should possess professional/ and/or academic qualifications and expertise comparable with those expected of a member of the University Professor level. They should also have displayed the type of leadership and innovation in their particular professional field comparable to the standards of scholarship and leadership normally expected of a professor.

### ***Adjunct Senior Lecturer / Lecturer***

An Adjunct Senior Lecturer will possess professional and/or academic qualifications and expertise comparable with those normally expected of a Senior Lecturer at the University. An Adjunct Lecturer will possess professional and/or academic qualifications and expertise comparable with those expected of a Lecturer.

### ***Adjunct Research Fellow/Senior Research Fellow***

Appointment at Adjunct Research Fellow or Senior Research Fellow will be for those for those holding a PhD qualification or other equivalent research experience and will be based on the comparable criteria for appointment within the University.

## Role of Adjunct Appointees

Appointees are individuals whose appointment to the University will enhance the teaching or research profile of an academic or research unit and contribute to the intellectual life of the University.

Appointees may be invited by the academic or research unit to carry out the following functions, with the specific responsibilities associated with any single position to be agreed at the time of appointment:

- Participate in seminars, conferences and occasional lectures;
- Contribute to specific programmes and/or teach specialised classes;
- Collaborate and assist in the professional training of students through fieldwork or projects;
- Collaborate in research and teaching, invited and/or sponsored by existing faculty with whom they have close working relationships;
- Provide specialist advice or expertise in a field otherwise not available within TU Dublin;
- Act as joint or advisory supervisor for research students;
- Advise the University, Faculty, School or Research unit as appropriate;
- Facilitate closer liaison between TU Dublin and external organisations or higher education institutions;
- Perform other appropriate duties as determined by the relevant Head of School/manager.

Additionally, adjunct appointees are expected to attend the University at such times as are necessary to meet any commitments associated with the appointment and to operate within the framework of TU Dublin's policy and procedure in their role as an Adjunct staff.

Appointments will normally be for a fixed period of time, *usually 4 years*, subject to an annual review. Reappointment is possible. Adjunct appointments may be ended by mutual consent or by either party. In exceptional circumstances, TU Dublin reserves the right to withdraw the appointment.

## Duties and Privileges of an Adjunct Appointee

As part of the conditions of appointment, Adjunct academic staff will have similar privileges as other TU Dublin academic staff, and will have a university identification card, with access to the library, IT, parking, sport facilities, etc. as far as possible. In addition,

- For all purposes of courtesy and on ceremonial occasions, Adjunct academic staff will be regarded as academic or professional staff members of the relevant academic unit and TU Dublin, but shall not be eligible to be members of Academic Council and any of its sub-committees.
- When used in any documentation or electronic communication, the title of Adjunct Professor, Adjunct Senior Lecturer or Adjunct Research Fellow must be used in its entirety, so it is clear that the appointment is of an adjunct nature and does not imply any employment relationship, e.g., on business cards, correspondence and publications.

- Adjunct appointees may use their association with TU Dublin for the purpose of external applications for funding, but such funds must be administered by TU Dublin and the use of such funds must be governed by the same regulations as apply to other research income.
- Adjunct appointees will receive formal acknowledgement by TU Dublin.
- Adjunct appointees will be expected to maintain the highest ethical standards when representing TU Dublin.

## Nomination and Appointment

A proposal for an adjunct appointment will be made by a Head of School or Manager (the Proposer) following initial, informal discussions with the nominee. No undertaking should be given to the nominee at this stage in respect of the appointment, its level, or in respect of access to TU Dublin facilities or resources.

The Proposer should follow the Application Procedure available on the Human Resources website. This procedure encompasses the following steps:

### 1) *Application*

The Proposer will make a written application, attaching relevant documentation, to the relevant Dean or Vice President. This application will include, *inter alia*, a summary of the activities to be carried out by the nominee in the proposed Adjunct role. It will also include a summary of how gender, race/ethnicity and ability diversities and equalities were taken into account and how this consideration informed the decision to proceed with the application;

### 2) *Assessment and Approval*

Upon receipt of an application, the Dean or Vice President will assess whether the appointment will be beneficial to TU Dublin. If approved, the Dean or Vice President will forward confirmation to Human Resources, who will take the appropriate steps to set up the appointment, and to Academic Council for noting.

### 3) *Annual Review*

The Proposer will provide to the Dean or Vice President an annual assessment of the value of the appointment to TU Dublin. If satisfied with the benefit to the University the Dean or Vice President will approve continuation;

### 4) *Reappointment*

During the last year of the appointment period, the nominee will be afforded the opportunity to apply for a reappointment for a continuation period of maximum duration of 4 years.

### 3. Emerita/Emeritus Fellows

TU Dublin places a high priority in providing attractive and rewarding research opportunities for academic staff. TU Dublin welcomes the continued involvement of research-active staff beyond their retirement as a source of research growth and intellectual enrichment and strives to ensure that their rights and duties as former employees are not exploited and/or disregarded. Retaining the affiliation of retiring research-active staff and providing a measure of ongoing support for their research activity is of substantial benefit to the University. It contributes to the sustainability of research clusters, preserves institutional memory and adds value to the ethos of a supportive and enabling environment for research. Conversely, the lack of a framework to support retiring research active staff can be detrimental for the individual and to the research activities being carried out at TU Dublin.

The present policy is intended to govern the procedures allowing a retiring research-active member of staff to continue their research activities at the TU Dublin after their retirement.

#### Duties and Privileges of Emeritus/Emerita Fellows

Holding the status of Emerita Fellow or Emeritus Fellow (hereafter 'Fellows') is a privilege and TU Dublin reserves the right to revoke this status at any time with due reason.

Fellows cannot be considered as TU Dublin employees and therefore they will not be entitled to a payment in addition to their pension.

Fellows may be reimbursed from external sources of funding for normal fully-vouched expenses associated with the activities they are carrying out, subject to approval from the Vice President for Research & Innovation.

Fellows are responsible to the Revenue for their own tax issues and compliance.

The hosting Faculty or Research unit, subject to their approval and availability, will provide the facilities and resources required by the Fellows.

All Fellows will be provided with an appropriate identification card which will entitle them to:

- Access all library services and facilities and borrow books and other printed material from the TU Dublin Library Services Centre;
- Attend a TU Dublin lecture or seminar free of charge subject to permission from the relevant Head of School and course/seminar coordinator;
- Attend TU Dublin social and other events in which case appropriate charges may apply;
- Retain their TU Dublin email address.

All Fellows will be required to:

- Comply with all TU Dublin policies and regulations, including adherence to Equality, Diversity and inclusion policies, and to Research integrity / research ethics policies and procedures;



- Undertake any other training deemed necessary and relevant to the specific area of research or activity to be funded by the hosting academic unit or research unit;
- Observe the normal requirements for undertaking research in TU Dublin as appropriate at the time;
- Abide by the TU Dublin Intellectual Property Policy and procedures in force at the time of commencement and as may be modified over time.
- Use in any documentation or electronic communication, the title of Emeritus Fellow or Emerita Fellow in its entirety, so that it is clear that the appointment is of an honorary nature and does not imply any employment relationship. This would apply to, for example, business cards, correspondence and publications.

## Eligibility Criteria and Application

Retiring/retired staff members interested in attaining Emerita/Emeritus Fellow status should be retiring or have retired from TU Dublin with a minimum of three years continuous service immediately prior to the date of retirement.

Each candidate will be evaluated according to the merits of their research plan and available resources. Interested applicants will follow the Application Procedure available on the Human Resources website. This procedure encompasses the following steps:

### 1) *Application*

The candidate will make a written application, attaching relevant documentation, to the Vice President for Research and Innovation. This application will include, *inter alia*, a summary of the research activities to be carried out by the candidate if granted Emeritus/Emerita status.

### 2) *Assessment*

Upon receipt of an application, the Vice President for Research and Innovation will consult with the relevant Head of School, or Head of Research unit as appropriate. The Vice President for Research and Innovation will also consider how gender, race/ethnicity and ability diversities and equalities are taken into and will document how this consideration informed their assessment. If the assessment is that the appointment will be beneficial to TU Dublin, the Vice-President for Research and Innovation will table the Application Form to the Research and Innovation Academy for review;

### 3) *Approval.*

If the Research and Innovation Academy is satisfied the grant of Emerita/Emeritus 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 Academic Council will be forwarded the details for noting. The status will be granted for a defined time period, usually 4 years;

4) *Annual Review*

The Vice President for Research and Innovation will perform an annual assessment of the value of the appointment to TU Dublin. If satisfied with the benefit to the University the Vice President for Research will approve continuation;

5) *Reappointment*

During the last year of the appointment period, the Emeritus/Emerita Fellow will be afforded the opportunity to apply for a reappointment for a continuation period of maximum duration of 4 years.

Note: This policy applies to new appointment proposals following publication date. Existing appointments and/or use of the term “Emerita,” “Emeritus,” or “Honorary” will be reviewed by the Vice President for Research and Innovation and Research and Innovation Academy for consistency with this policy.

## Queries

Contact: Recruitment Team

E-mail: [Recruitment@TUDublin.ie](mailto:Recruitment@TUDublin.ie)