**Visiting Academic Nomination Form**

Once approved, please attach the completed nomination form to the webform available at this [link](https://forms.office.com/r/j2qQ3P10KZ).

By selecting whether it is new appointment or extension in the webform, the email will be sent to the appropriate People Services Hub team for processing:

* New appointments: [resourcing-hub@open.ac.uk](mailto:resourcing-hub@open.ac.uk)
* Extensions: [people-hub@open.ac.uk](mailto:people-hub@open.ac.uk)

|  |  |
| --- | --- |
| **A. Sponsor** | |
| Name |  |
| Position held |  |
| Department |  |
| Email address |  |
| Extension number |  |
| **B. Visitor** | |

|  |  |  |
| --- | --- | --- |
| Visitor status | New | Extension |

|  |  |
| --- | --- |
| Title |  |
| First name(s) |  |
| Last name |  |
| Institutional address (inc. country) |  |
| Contact address (if different from above) |  |
| Email address |  |
| Telephone number |  |
| Date of Birth | (DD/MM/YYYY) |
| Nationality |  |

|  |  |  |
| --- | --- | --- |
| Former staff member | Yes  Staff number (if known) | No |
| Current Associate Lecturer | Yes  (if yes, go to section D) | No |

|  |  |
| --- | --- |
| Proposed visiting status | **Visiting Professor**  If the proposed visiting academic has already been awarded the title of Professor from another reputable university, then the Faculty can approve the use of this title.  If an academic does not already carry the title of Professor, a case can be made to the Executive Dean of Equality, Diversity and Inclusion (EDI) to confer the title on behalf of the Chair and Readership Subcommittee (CRSC).  A Faculty may also propose conferring the title of Visiting Professor on a non-academic of appropriate standing where national or international recognition is deemed equivalent and the person has relevant expertise and experience in the use and application of research. Decisions will be made by the Executive Dean of EDI on behalf of the CRSC. |
| **Visiting Fellow**  The Faculty can confer this title on all visiting academic staff who are not Professors. The Faculty can also award this title to visiting non-academic staff of appropriate standing. |
| **Honorary Associate**  This title can be conferred on OU academic and research staff who retire or leave employment due to other commitments such as care responsibilities and who wish to continue an academic involvement with their faculty and are not Professors (in which case, see the Emeritus Professor Policy). In exceptional circumstances, this title can be conferred on other categories of staff (academic related and support staff) who meet the criteria for visiting status and where the faculty agrees that their research contributes to the Unit’s research and scholarship plan.  This title can also be conferred on OU AL staff who meet the criteria for visiting status and where the Faculty agrees that their research contributes to the Faculty’s research plan. This category cannot be used for any teaching duties and is entirely separate to the AL’s employment contract. It is an honorary position only. The same nomination form and process should be used as for those categories above. |
| If Professor status required, is the visitor | Currently a Professor  An academic, but not a Professor\*  A non-academic  \*Ensure you include a copy of the nominee’s CV and a covering memo to the Executive Dean of EDI outlining why the visitor should be awarded the status of Professor. |
| **C. Visit arrangements** | |
| Visit start date | (DD/MM/YYYY) |
| Visit end date | (DD/MM/YYYY) |
| Faculty/School or  Unit/Department  *(through to Skype/People pages)* |  |
| Building where visitor will be based |  |
| **Summary of reasons for visit, including outline objectives/benefits to the University**  ***(Detailed reports can also be attached to the Visiting Academic Nomination Form)*** | |
| Please summarise main duties of the appointment as a short paragraph or as bullet points for the letter |  |

|  |  |  |
| --- | --- | --- |
| Will the visitor be based on campus? | Yes | No |
| First day on campus | (DD/MM/YYYY) |
| If yes, does the visitor consider themselves disabled? | Yes | No |
| Specify any special arrangements required for the visitor’s campus visit |  |
| Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. | |

|  |  |  |  |
| --- | --- | --- | --- |
| Does the visitor require a visa? | Yes | | No |
| If yes, state purpose:  (a) To make use of their sabbatical leave overseas to carry out research  (b) To share knowledge, experience and to hold informal discussions with counterparts at the Open University  (c) To take part in a single conference/seminar (delete as appropriate) that is not a commercial or non-profit venture  (d) To take part in research/teaching/clinical practice (delete as appropriate) as a senior experienced medical doctor.  *N.B. Administration staff are to conduct immigration checks.* | | |
| Does the visitor require an Academic Technology Approval Scheme (ATAS) certificate? | Yes | No | |
| **For details on how ATAS requirements work for Academic Researchers, see the gov.uk website:**  Academic Technology Approval Scheme (ATAS) - GOV.UK (www.gov.uk).  If required, an ATAS Certificate is not needed to obtain a visa for Visiting Academics, although it is required before research activities can commence.  Please refer to the [ATAS Briefing](https://openuniv.sharepoint.com/sites/intranet-people-services/AZ%20By%20Subject/Immigration/ATAS%20Briefing.aspx) and [ATAS Summary Statement of Research Template](https://openuniv.sharepoint.com/sites/intranet-people-services/AZ%20By%20Subject/Immigration/ATAS%20Summary%20Statement%20of%20Research%20Template%20.aspx), available on the People Services Intranet. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **D. Associate Lecturer** | | | |
| Start date as current AL |  | | |
| Staff number (if known) |  | | |
| Outline of how AL’s research matches the Unit’s Research and Scholarship Strategy and outline objectives to be met including benefits to University |  | | |
| **E. Approval Signatures** | |  |  |
| **Visiting Academic** |  | Date |  |
| **Sponsor** |  | Date |  |
| **Faculty: Head of School**  **Unit: Head of Department** |  | Date |  |
| **Associate Dean (Research) or equivalent** |  | Date |  |
| **Executive Dean of EDI (if applicable)** |  | Date |  |

**Visiting Academic Nomination Checklist**

|  |
| --- |
| **Checklist – to be completed by the Sponsor and/or the Administrator** |
| CV attached |
| Rationale if applicable |
| Annual report attached (if an extension of appointment) |
| Nomination form signed by appropriate signatories |
| If title of Professor required – send form, CV and business case to Executive Dean of EDI (see approvals above) |
| Supervision of students\*\*  \*\*Include the sentence below within the letter and send a copy of the letter to Research Degrees Team, Charles Pinfold Building:  *The Research Degrees Team will contact you shortly to confirm arrangements for the supervision of research students.* ***Please note that academic visitors from outside the UK cannot supervise students unless they have the appropriate visa.*** |
| Passport and visa documentation copied, checked, verified and recorded |
| ATAS Certificate obtained before research activity commences (see section C above) |
| **Checklist – to be completed by the Faculty/Unit office** |
| Log information on spreadsheet for audit purposes |
| IT hardware, software and access needs assessed, and arrangements made |
| Library access arranged |
| Open Research Online (ORO) access required (if yes, please arrange) |
| Security notified |
| Swipe card arranged |
| Lab space allocated if required |
| Induction/orientation arranged |
| Health & Safety risk assessment carried out if needed |
| **Checklist – to be completed by the Resourcing Hub/People Hub** |
| Letter drafted, signed and sent to visitor  (see example letter in Appendix A: Overseas Academic Visitor Policy) |
| General Conditions of Service sent |
| Is a visa required? If yes, please contact the People Services Immigration Team ([immigration-queries@open.ac.uk](mailto:immigration-queries@open.ac.uk)) |
| Letter returned and signed by the Visiting Academic |
| Retention period set (end of appointment plus 6 years) |