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Extraordinary Appointments, Appointment of Honorary Professors and Appointment of Research Fellows: Rules of Procedure



Implementation Date: July 2017

forward together
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Rules for Extraordinary Appointments and for the Appointment of Honorary Professors and Research Fellows

Reference number of this document	AP0042
HEMIS classification	
Aim	Establish guidelines for the appointment of extraordinary lecturers, senior lecturers, associate professors and professors, as well as the appointment of honorary professors and research fellows.
Type of document	Rules
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Implementation date	
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Owner of this policy	Rector and Vice-Chancellor
Institutional functionary (curator) responsible for this policy	Chief Director: Human Resources
Date of approval	
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Keywords	extraordinary appointments, specialist expertise, prestige, authoritative voice, formal affiliation

The core of the rules

Establish procedures and disseminate information regarding the appointment of extraordinary lecturers, senior lecturers, associate professors and professors, as well as the appointment of honorary professors and research fellows.

1. Introduction

Stellenbosch University (SU) can appoint persons who possess proven specialised expertise or significant professional and scholarly prestige and who render service to the University, either on a continuous basis or for a pre-agreed term, in their personal capacity as extraordinary professors, extraordinary associate professors, extraordinary senior lecturers or extraordinary lecturers as a way of granting them recognition and involving them in the academic programmes of SU departments and faculties.

The University can appoint as honorary professors persons who are recognised authoritative voices and who can contribute to a specific field of study on the strength of their proven academic prestige or expertise in a specific professional area as a way of honouring them and forging a tie between them and SU.

Research fellows are persons who possess proven specialist expertise and who join an organisational unit (OU) at the invitation of the OU concerned.

2. Application of the rules

These prescriptions apply by default when extraordinary lecturers, senior lecturers, associate professors and professors are appointed, and also when honorary professors and research fellows are appointed.

3. Aim of the rules

Establish prescriptions for uniform procedures regarding the appointment of extraordinary lecturers, senior lecturers, associate professors and professors, as well as the appointment of honorary professors and research fellows.

4. Objectives of these rules

Clear guidelines regarding appointments to the above-mentioned positions

5. Provisions of the rules

As set out in this document

6. Conflict resolution

Via the Human Resources Division (HR)

7. Control over the rules

7.1 Functions

The Rector and Vice-Chancellor is the owner of these rules and must ensure that they are drafted, updated and implemented and that a curator and related structures and functionaries are appointed and that they function effectively.

7.2 Implementation

The Chief Director: Human Resources is the curator of these rules and must ensure that they are drafted, approved, reviewed, communicated and made available. The curator is responsible also for the interpretation and implementation of the rules, and must convene a task team to review them periodically, as circumstances require.

7.3 Monitoring and reporting

The owner of these rules is accountable and the curator is responsible for the necessary controls being established to monitor compliance with the rules and report on it.

7.4 Communication

Via the HR homepage

7.5 Reviewing

These rules will be reviewed ad hoc for amendment as necessitated by operational circumstances.

7.6 Noncompliance

The normal line management practices will apply.

8. The appointment of extraordinary professors, associate professors, senior lecturers and lecturers

8.1 Aim

The University can appoint persons who possess proven specialist expertise or who have significant professional and scholarly prestige and who render service to the University, either on a continuous basis or for a pre-agreed term, and who are appointed neither according to SU's terms of employment and payroll nor appear formally as joint staff member on the payroll of a partner employer, in their personal capacity as extraordinary professors, extraordinary associate professors, extraordinary senior lecturers or extraordinary lecturers. This is a way of granting them recognition and involving them in the academic programmes of SU departments and faculties. Retired SU staff normally are not appointed in extraordinary positions.

8.2 Term of appointment

Appointment is for at least one year, and three years at most.

8.3 Appointment procedure

All such appointments are handled via subcommittees following on motivated submissions as recommended by the deans concerned. The same criteria apply as in the case of professors, associate professors, senior lecturers and lecturers respectively who are appointed on the University's terms of employment. The academic input that the person delivers must also be taken into account.

The Rector must consider all recommendations regarding such appointments and reappointments according to the power of disposal granted him or her by the Appointments Committee of Senate – the AC(S).

For reappointments as extraordinary professor, associate professor, senior lecturer or lecturer, the departmental chair or head must present the Rector directly (not via a subcommittee) with a motivated submission in accordance with the recommendation by the dean concerned.

8.4 Title

The title 'extraordinary professor', 'extraordinary associate professor', 'extraordinary senior lecturer' or 'extraordinary lecturer' expires along with the term of appointment.

8.5 Membership of the faculty board

The faculty board concerned may appoint an extraordinary professor, associate professor, senior lecturer or lecturer as a member of the faculty board who either has the vote or not, depending on the discretion of the board concerned.

8.6 Membership of Senate

Extraordinary professors and associate professors do not have a seat in the SU Senate.

8.7 Remuneration and benefits

Extraordinary appointees normally do not receive any remuneration, but the faculty concerned is free to consider paying incumbents a honorarium.

If extraordinary professors or associate professors are appointed as supervisors or examiners for doctoral or master's studies, they must receive the normal fee payable to such persons in either of these capacities who are from outside the University.

8.8 Professorial inaugural address

Extraordinary professors usually are not expected to deliver an inaugural address.

9. The appointment of honorary professors

9.1 Aim

The University can appoint as honorary professors persons who possess true seniority, who are recognised authoritative voices and who can contribute to a specific field of study on the strength of their proven academic prestige or expertise

in a specific professional area. In this way, they receive recognition and a tie is forged between them and SU.

9.2 Task

Honorary professors usually do not handle part of an academic programme, but make an academic contribution as agreed with the departmental chair or the dean.

9.3 Term of appointment

Appointment is made in the candidate's personal capacity on a part-time basis for a set term.

9.4 Appointment procedure

All such appointments are handled via subcommittees based on motivated submissions as recommended by the deans concerned. The particular expertise and academic prestige of the persons recommended for such posts must be taken into account.

The Rector must consider all recommendations regarding appointments and reappointments according to the power of disposal granted him or her by the AC(S).

For reappointments as honorary professor the departmental chair or head must present the Rector directly (not via a subcommittee) with a motivated submission in accordance with the recommendation by the dean concerned.

9.5 Professorial inaugural address

Honorary professors usually are not expected to deliver a professorial inaugural address.

9.6 Title

The title 'honorary professor' expires along with the term of appointment.

9.7 Membership of the faculty board and Senate

Honorary professors are not members of the faculty board concerned and have no seat in the SU Senate either.

9.8 Remuneration and benefits

Honorary professors normally do not receive any remuneration, but the faculty concerned is free to consider paying appointees a honorarium.

10. The appointment of research fellows

10.1 Strategic principles regarding research fellows

At SU, research fellows are regarded as a strategic asset with the aim to strengthen and grow the position of the organisational unit¹ (OU) in a certain research field. Such fellows are persons of academic prestige who enter into a formal affiliation with the OU and SU by means of their being appointed, and who have access to selected University facilities. This kind of appointment is not meant for persons who visit SU for a short while or only once, but for instances where a true research

¹ 'Organisational unit' refers to an academic department or support services division.

fellowship is forged with a long-term view. The institution of departmental research fellows is meant to strengthen the vision, mission and strategic goals of every OU. Therefore, OUs must see the institution of a research fellowship as a strategic tool towards achieving their vision, mission and goals.

10.2 Nomination and appointment of research fellows

Research fellows are persons who possess proven specialist expertise and who join an OU at the invitation of the OU concerned.

10.2.1 Nominations of persons who are appointed neither according to SU's terms of employment and payroll nor appear formally as joint staff member on the payroll of a partner employer, must be duly motivated, and must be considered by a representative meeting of the OU.

10.2.2 If the above-mentioned representative body approves a nomination and if the dean concerned recommends it, the Vice-Rector (Research and Innovation) – the VR(R&I) – must consider the recommendation. The OU may invite the nominee to join the OU as research fellow, and must furnish the Division Research Development with full documentation regarding the appointee for record-keeping.

10.2.3 If the VR(R&I) approves a certain nomination, he or she must request HR to confirm the research fellow's being affiliated to SU by means of an official letter of appointment.

10.2.4 Such appointment must be communicated to the AC(S), too.

10.2.5 Research fellows are appointed in their personal capacity on a part-time basis for at least one year, and three years at most; provided that they are physically involved at the OU for at least two months in total during the term concerned.

10.2.6 Both the research fellow and the OU have the right to terminate the fellowship on reasonable grounds.

10.2.7 The VR(R&I) must consider extending the appointment of research fellows at the conclusion of their term and must communicate his or her decision to the AC(S).

11. The aim of research fellowships

The OU must invite persons who have been duly nominated and approved, as set out above, to join the OU in the capacity of research fellow for the following purposes:

- 11.1 promote and raise the quality and the quantity of basic and applied (practice-oriented) research outputs of the OU (in the form of publications in accredited journals, papers at national and international scholarly conferences, master's theses and doctoral dissertations);
- 11.2 help to establish and advance a research culture and research networks in the OU;
- 11.3 offer interested parties from the community who possess relevant experience and training the opportunity to contribute to the specific discipline by means of research; and

11.4 expand the OU's capacity for study supervision.

12. The work sphere of research fellows

The work sphere of research fellows can be described as follows:

- 12.1 Perform quality research within certain divisions of the discipline.
- 12.2 Work, regarding 12.1, either individually or as associate researchers or co-authors with other staff members or research fellows.
- 12.3 Act, upon request and agreement, as supervisor or co-supervisor for postgraduate students.
- 12.4 Be available as sounding board, especially regarding practice-oriented aspects and for postgraduate students.
- 12.5 Determine, in consultation with the departmental chair or OU head, the research fellow's own output goals and the scope of his or her involvement in the OE, subject to the minimum requirements set out in 10.2.

13. General stipulations regarding research fellowships

The following general stipulations and guidelines rule the relationship between an OU and the research fellows affiliated with it:

- 13.1 The OU accepts the following responsibilities:
 - 13.1.1 Provide research fellows with the necessary infrastructure to support them in performing their functions as agreed, keeping in mind the term and agreement with the host OU concerned.
 - 13.1.2 Appoint a suitable staff member as host for each research fellow. The choice of a host depends of the research field(s) of interest of the fellow concerned. A host's role includes the following:
 - a. Provide assistance and advice regarding the OU's research practices and requirements.
 - b. Help to coordinate the research fellow's work within the OU.
 - c. Assist with administrative difficulties.
 - d. Help with integration into the OU's staff and culture.
 - e. Arrange for fellows to attend relevant academic discussion events.
 - 13.1.3 Research fellows normally do not receive any remuneration or benefits, but the environment concerned is free to consider a honorarium after discussion with the host and OU head concerned.
 - 13.1.4 If research fellows are appointed as supervisors or examiners for doctoral or master's studies, they must receive the normal fee payable to such persons in those capacities who are from outside the University.
- 13.2 Research fellows accept the following responsibilities:

- 13.2.1 Maintain a kind of presence in the OU that delivers the following outcomes:
 - a. a clear research project undertaken in the OU with outputs to be published in SU's name;
 - b. reasonable contact opportunities being offered to postgraduate students for using the research fellow as sounding board or source of assistance;
 - c. reasonable opportunity for discussions being available to postgraduate students for whom the research fellow acts as supervisor or co-supervisor; and
 - d. reasonable opportunity being created for interaction with OU staff.
- 13.2.2 Ensure that his or her research is coordinated with other research activities within the OU. The designated host must assist research fellows in this.
- 13.2.3 If research funding is needed for a proposed research project, fellows must arrange sponsorships or apply at research-funding institutions – or do both – themselves; as regards funding institutions the host may be asked for assistance. Contractual stipulations relating to research funding must provide for the termination of the fellowship in a manner that is acceptable to the OU.
- 13.2.4 Publish the results of his or her research in accredited journals and address scholarly conferences on the topic.
- 13.3 Within the framework of the above guidelines research fellows have complete freedom regarding research initiatives and processes, provided that they comply with the OU's requirements for research standards and the stipulations of the *SU Calendar*. For this purpose fellows must consult their host when necessary.
- 13.4 The departmental chair or OU head has the right to refer publication or external presentation of results back to the research fellow.

14. Publications by research fellows affiliated to SU

The duties of research fellows include contributing to the research outputs of the OU to which they are affiliated. The following rules apply where the OU concerned wants to include publications by a research fellow in reports compiled for submission to the Department of Higher Education and Training:

- 14.1 The research fellow's affiliation with SU **must** be mentioned in the publication, even if only in the form of a secondary address or footnote.
- 14.2 The research fellow's affiliation with SU must be confirmed by an official letter of appointment issued by HR.
- 14.3 Research fellows are not automatically entitled to SOS funds. Separate arrangements, as applied by the departmental chair or OU head concerned, are to be observed.

14.4 Even if a research fellow has access to SOS funds, the funds must be applied in accordance with the normal rules and regulations that are relevant.

15. What appointment as research fellow at SU comprises

15.1 Research fellows must be issued with an SU number and SU card as temporary (i.e. for the duration of their fellowship only) external users. This includes, among other things, the ability to load the card for making photocopies and for accessing the library.

15.2 Research fellows may lend library books on the same conditions as doctoral students.

15.3 Research fellows may, with the permission of and after consultation with the departmental chair or OU head concerned, gain access to publication subsidies earned by means of articles that a fellow have published in accredited journals in the discipline under the University's address. The funds may be used to conduct further research. However, research fellows are not automatically entitled to such funds. The academic department or OU could also grant a certain amount as research support at the beginning of the fellowship.

15.4 Research fellows may become eligible, in collaboration with colleagues in the discipline, to apply for external funding for purposes of conducting research at institutions that do not require applicants to be in SU's employ.

16. Supporting documents

Item no.	Name of document	Status <i>(e.g. identified, in process or approved)</i>
	None	

17. Related documents

Item no.	Name of document	Status <i>(e.g. identified, in process or approved)</i>
	None	

SUMMARY OF THE DIFFERENT TYPES OF APPOINTMENT

	EXTRAORDINARY APPOINTMENTS	HONORARY PROFESSORSHIPS	RESEARCH FELLOWSHIPS
AIM	<p>Appoint persons with proven specialist expertise or significant professional and scholarly prestige who are appointed neither according to SU's terms of employment and payroll nor appear formally as joint staff member on the payroll of a partner employer, in their personal capacity to grant them recognition and involve them in the academic programmes of SU departments and faculties.</p>	<p>Appoint as honorary professors persons who possess true seniority and who can contribute to a specific field of study on the strength of their proven academic prestige or expertise in a specific professional area as a way of honouring them and forging a tie between them and SU.</p>	<p>a) Promote and raise the quality and the quantity of basic and applied (practice-oriented) research outputs.</p> <p>b) Help to establish and advance a research culture and research networks in the OU concerned.</p> <p>c) Contribute to the discipline by means of research.</p> <p>d) Expand the OU's capacity for study supervision.</p>
TERM	<p>At least one year, and three years at most, with possible reappointment for additional terms</p>	<p>At least one year, and three years at most, with possible reappointment for additional terms</p>	<p>At least one year, and three years at most, with possible reappointment for additional terms</p>

	EXTRAORDINARY APPOINTMENTS	HONORARY PROFESSORSHIPS	RESEARCH FELLOWSHIPS
APPOINTMENT PROCEDURE	<p>All extraordinary appointments are handled via subcommittees following on motivated submissions as recommended by the deans concerned. The same criteria apply as in the case of professors, associate professors, senior lecturers and lecturers respectively who are appointed on SU's terms of employment. The academic input that the person delivers must also be taken into account.</p> <p>The Rector must consider all recommendations regarding appointments and reappointments of this nature according to the power of disposal granted him or her by the AC(S).</p>	<p>All such appointments are handled via subcommittees following on motivated submissions as recommended by the deans concerned, keeping in mind the specific scholarly and academic prestige of the persons recommended for the relevant positions.</p> <p>The Rector must consider all recommendations regarding appointments and reappointments of this nature according to the power of disposal granted him or her by the AC(S).</p>	<p>Nominations must be duly motivated, and must be considered by a representative meeting of the OU.</p> <p>The VR(R&I) must consider appointments and reappointments of this nature in accordance with the recommendation of the dean concerned.</p>
MEMBERSHIP OF COUNCIL	<p>The faculty board concerned may appoint an extraordinary appointee as a member of the faculty board who either has the vote</p>	No	No

	or not, depending on the discretion of the board concerned.		
	EXTRAORDINARY APPOINTMENTS	HONORARY PROFESSORSHIPS	RESEARCH FELLOWSHIPS
MEMBERSHIP OF SENATE	No	No	No
REMUNERATION AND BENEFITS	<p>Extraordinary appointees normally do not receive any remuneration, but the faculty concerned is free to consider paying them a honorarium.</p> <p>If extraordinary professors or associate professors are appointed as supervisors or examiners for doctoral or master's studies, they must receive the normal fee payable to such persons in either of these capacities who are from outside the University.</p>	<p>Honorary professors normally do not receive any remuneration, but the faculty concerned is free to consider paying appointees a honorarium.</p>	<p>Research fellows normally do not receive any remuneration or benefits, but the environment concerned is free to consider paying a honorarium as discussed with the host and OU head concerned.</p> <p>If research fellows are appointed as supervisors or examiners for doctoral or master's studies, they must receive the normal fee payable to such persons in either of these capacities who are from outside the University.</p>