



Maynooth University
Human Resources Office

Maynooth University Policy for the Award of Academic Titles to Adjunct and Visiting Staff

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Maynooth University Policy for the Award of Academic Titles to Adjunct and Visiting Staff

1. Policy Statement

Maynooth University is committed to supplementing the specialist knowledge and expertise of its regular staff by providing opportunities for individuals who have achieved superior levels of distinction and who have been recognised by their peers as outstanding in their fields, to be awarded the academic titles of 'Adjunct' or 'Visiting' Professor, Associate Professor or Assistant Professor as appropriate. The award of an academic title is a recognition provided by the University to individuals who have already attained very high levels of distinction and eminence, and who may also be able to assist the university in the furtherance of its strategic goals especially in relation to education, research and engagement.

2. Adjunct Professor / Associate Professor / Assistant Professor

The title of Adjunct Professor/Associate Professor/Assistant Professor may be awarded by the University to individuals who are either

(a) recognised by their peers as eminent leaders in their field and distinguished by high achievements in one or more of the following areas: the arts, the professions, business, industry, the not-for-profit sector, or public service.

The differentiation between Adjunct Professor/Associate Professor/Assistant Professor will be related to the level of leadership and distinction already achieved by the individual outside of the university and how closely it compares to that of a Professor, Associate Professor or Assistant Professor grade within the University.

Or

(b) have academic qualifications and experience comparable to, or exceeding, the university benchmarks for the grades of Professor, Associate Professor or Assistant Professor as appropriate.

Individuals awarded with an Adjunct title will be expected to enhance the teaching or research profile of the Department/School/Research Institute and the University, and to contribute to the intellectual life of the University.

The award of the title Adjunct Professor/Associate Professor/Assistant Professor will be for a period of **five years** with the possibility of renewal following a review by the Head of Department/School (referred to as "Head" hereafter) Director of Research Institute (referred to as "Director" hereafter) and Faculty Dean.

3. Visiting Professor / Associate Professor / Assistant Professor

The title of Visiting Professor/Associate Professor/Assistant Professor may be awarded by the University to individuals who hold academic or research posts at the same or higher levels in comparable higher education or research institutions. Such individuals will have a qualification, expertise and experience at levels that are at least comparable to those required for staff at the appropriate grades within the University.

Individuals awarded a Visitor title will be expected to enhance the teaching or research profile of the Department/School and the University, and to contribute to the intellectual life of the University.

The award of the title Visiting Professor/Associate Professor/Assistant Professor will normally be for a period of not more than **one year**, with the possibility of renewal following a review by the Head/Director and Faculty Dean. Where the circumstances merit, and there is to be an on-going active association with Maynooth University, appointments may be made for a longer period **up to five years**.

4. Procedure for Awarding Academic Titles

The following procedure will be followed for assessing proposals for the award of all the academic titles described above:

(a) Proposals may be initiated by permanent members of the University staff via the relevant Head/Director. In the first instance the Head/Director will prepare a one page document that will summarise the achievements and distinctions of the proposed individual, and also contain an outline of how she/he will contribute to the furtherance of the strategic objectives of the host academic unit.

(b) The proposal will be submitted by the Head/Director to the Faculty Dean. Following consultation between the Head/Director and Dean, the proposal will be forwarded by the Dean to the Administrative Secretary of the Academic Council for circulation to members of the Professor Promotion Board.

(c) The members of the Professor Promotion Board will decide by a simple majority if a proposal for the award of the title 'Adjunct' or 'Visiting' should be granted.

(d) The Board may reject a proposal if it is not satisfied that there is sufficient evidence of distinction or of potential to contribute to the furtherance of the strategic objectives of the academic unit. If the Board rejects a proposal, the Administrative Secretary will inform the President, the Dean and the Head/Director. The latter will inform the proposed individual of the Board's decision.

(e) If the Board decides to award the proposed title the Administrative Secretary will inform the President, the Faculty Dean and the Head/Director. The President will inform the proposed individual and in so doing will clarify the terms and conditions attached to the award.

(f) The Administrative Secretary will inform the Academic Council at its next meeting after the decision of the Board. She/he will provide details on all awards to the Human Resources Office who will maintain the database of all individuals to whom titles are awarded.

5. Terms and Conditions of Award

Individuals who are awarded the title of 'Adjunct' or 'Visiting' will have the following benefits:

- As far as possible, access to the University's library, IT resources, email, and sports facilities will be provided on the same basis as for all staff,

- The title of 'Adjunct' or 'Visiting' Professor/Associate Professor or Assistant Professor as appropriate may be used without abbreviation by the recipient in correspondence and publications, and on business cards.

Individuals who are awarded the title of 'Adjunct' or 'Visiting' are not:

- employees of the university, and do not have entitlements to remuneration or pension benefits
- entitled to office or laboratory space
- eligible to be members of the Academic Council
- entitled to have any role in the academic governance of the University or any of its academic units.

Travel and/or subsistence expenses related to work undertaken on behalf of the department or the University (with the authorisation of the Head/Director or Faculty Dean) may be reimbursed following approval by the Head/Director in accordance with the Schemes operated from time to time by the University.

To avoid misrepresentation, a recipient of any of the academic titles covered by this policy must not use any abbreviation of the title awarded by the University.

The University will monitor the number of Adjunct and Visiting titles granted to each academic unit, and also maintain oversight of the number and pattern, including the gender distribution, of such awards across the University.

6. Withdrawal of Award

In exceptional circumstances on the recommendation of the President the Academic Council may revoke, by a simple majority, a previous decision to grant an academic title covered by this policy.

7. Review

This procedure may be reviewed by Academic Council from time to time as it sees fit.

Approved by Academic Council 2 November 2020.