

**SOAS
HONORARY APPOINTMENTS: SCHOOL POLICY**

**ACADEMIC HOSPITALITY, RESEARCH ASSOCIATES, POST DOCTORAL
ASSOCIATES**

The following policy was approved by Heads of Departments Committee on Thursday 11 June 1998. It was amended in June 2002 in the light of the reorganisation of the School and has been updated several times since then.

1. ACADEMIC HOSPITALITY

1.1 Academic Hospitality is granted by the School to a recognised scholar from a non-British university, known to the recommending Department or Regional Centre, wishing to avail him or herself of the School's Library and public seminars for a stated period of no more than 12 months in the first instance. This status is granted by the School on the recommendation of a Head of Department or Chair of Regional Centre.

1.2 The title for individuals in receipt of Academic Hospitality is 'Visiting Scholar'.

1.3 Privileges: Library membership
 Use of Staff Common Room
 Attendance at lectures and seminars

1.4 Requests for Academic Hospitality should consist of:

- a written request from an overseas academic
- a curriculum vitae
- written approval from the Head of Department or Chair of Regional Centre.

Where the request for Academic Hospitality is made by a Head of Department the information should be sent to the Dean of Faculty for approval. In the case of requests from Chairs of Regional Centres, information should be sent to the Pro-Director (Research & Enterprise) for approval.

1.5 A bench fee is charged if sponsorship is available or if the Head of Department and Dean, or Chair of Regional Centre and Pro-Director, think it appropriate to charge a fee. The rate is set by Executive Board from time to time. Executive Board is also responsible for agreeing the way in which the bench fee is allocated across the School.

2. RESEARCH ASSOCIATES

- 2.1 **Research Associate:** the title of Research Associate designates an honorary status for a two year period, offered by Departments, Faculty Centres or Regional Centres to individuals known to a recommending unit wishing to affiliate his or her work with the Department or Centre. Such persons will be available to participate in the academic life of the School and will enjoy the privileges of an individual in receipt of Academic Hospitality, ie:

Library membership
Use of Staff Common Room
Attendance at lectures and seminars

- 2.2 **Professorial Research Associate:** individuals accorded the status of Professorial Research Associate for a two year period by the School should be distinguished scholars with professorial status known to the recommending unit. Such individuals will enjoy the same privileges, viz:

Library membership
Use of Staff Common Room
Attendance at lectures and seminars

- 2.3 Applications should state the category being applied for, a brief justification and a copy of the individual's CV.
- 2.4 Applications from Departments and Faculty Centres should be sent to the Dean of Faculty. If the Dean approves the application, the papers should be presented to Faculty Board for final approval.
- 2.5 Applications from Regional Centres should be sent to the Pro-Director (Research & Enterprise) for final approval.
- 2.6 In recommending a Research Associate or Professorial Research Associate for approval it is expected that Heads of Departments, Chairs of Faculty Centres and Chairs of Regional Centres will identify the benefit anticipated from the appointment in terms of research collaboration, graduate teaching, etc and clarify the time to be spent in London.
- 2.7 Research Associates and Professorial Research Associates should not be from other institutions in the University of London since collaboration with them is covered by normal intercollegiate collaboration.
- 2.8 Appointments for Research Associateships and Professorial Research Associates will normally be for up to two years, but with provision for extension.

3. POST DOCTORAL ASSOCIATES

The following policy was approved by Heads of Departments Committee on 6 November 2001. It was updated in June 2002 in the light of the reorganisation of the School and has been updated several times since then.

- 3.1 The title of Post Doctoral Associate designates an honorary status for a maximum of two years. It is offered to individuals who have successfully completed a PhD within the previous year, particularly those with PhDs obtained at SOAS, and who wish to affiliate their work with a Department or Regional Centre.
- 3.2 In recommending a Post Doctoral Associate for approval, Heads of Departments and Chairs of Regional Centres are expected to identify the benefit to the School and to the individual that is anticipated from the appointment. A CV with a covering letter from the nominating Head of Department or Chair of Regional Centre should be provided.
- 3.3 Applications from Departments should be sent to the Dean of Faculty. If the Dean approves the application, the papers should be presented to Faculty Board for final approval. Applications from Regional Centres should be sent to the Pro-Director (Research & Enterprise) for final approval.
- 3.4 Those appointed as a Post Doctoral Associates do not receive the privileges associated with Academic Hospitality or Research Associateships.
- 3.5 Appointments for Post Doctoral Associateships will normally be for up to two years. They are not extendable.

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