



UTAS Visiting Fellows and Visiting Scholars Program Procedure

Related Policy	<i>UTAS Visiting Fellows and Visiting Scholars Program Policy</i>
Responsible Officer	Provost
Approved by	Provost
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Responsible Organisational Unit	Office of the Provost

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1 Objective

The objective of this document is to outline the procedural arrangements for the UTAS Visiting Fellows and Visiting Scholars Program. It should be read in conjunction with the UTAS Visiting Fellows and Visiting Scholars Program Policy.

2 Scope

The scope of this procedure is:

- All staff involved in nominating, selecting and arranging visits by UTAS Visiting Fellows and Visiting Scholars;
- All nominees and participants in the UTAS Visiting Fellows and Visiting Scholars Program.

3 Procedure

3.1 Nomination Process

Nominations should be made using the accompanying Nomination Form.

The Provost will call for nominations for UTAS Visiting Fellows and Scholars twice-yearly. Nominations will not normally be considered at other times, although in special circumstances – including the unexpected availability at short notice of a high-profile individual – nominations may be considered out of session at the discretion of the Provost.

Nominations for Visiting Fellowships and Visiting Scholarships are made by the Head of the sponsoring organisational unit (Faculty, School, Section, Institute or Centre) and are forwarded to the UTAS Visiting Fellows and Visiting Scholars Program Selection Committee, through the Office of the Provost (see section 3: Lodgement of Nominations).

Nomination forms must be signed by the Head of the sponsoring organisational unit and the Dean of Faculty (if School) or Divisional Head (if Section).

The nomination should only be made by the Head after consultation with relevant colleagues including the Head/s of any other participating organisational unit/s.

A nomination that originates from a staff member who is not the Head or a formally appointed Acting Head will be referred to the Head for confirmation.

Nominations should be made a minimum of three months prior to the intended starting date of the visit to enable the visitor to obtain the necessary work visa (if such is required).

The availability of a nominee to take up a Visiting Fellowship or Scholarship on particular dates must be determined before a nomination is submitted for consideration.

The sponsoring organisational unit should discuss with the visitor at an early stage if there will be any requirement to sign a confidentiality agreement, and the wording of that agreement.

To avoid the risk of a misunderstanding on the part of the potential visitor, it is suggested that the following paragraph, or similar, be included with any initial inquiry:

“Please note that this is not a formal invitation and that a nomination process is involved. If your nomination is approved by the selection committee, the Provost will send you a formal invitation.”

3.2 Lodgement of Nominations

Nominations should be returned by the closing date to:

Office of the Provost
Private Bag 51
HOBART CAMPUS

or emailed to Provost.Office@utas.edu.au

3.3 Required Nomination Materials

Nominations must include:

- UTAS Visiting Fellows and Visiting Scholars Program Nomination Form (please use the accompanying form);
- Supporting statement for nomination from the Head of sponsoring organisational unit outlining the ways in which the visit will address the selection criteria;
- Proposed program of work (please use the accompanying template);
- Proposed budget for the visit (please use the accompanying template, and see the accompanying Financial Advice document);
- Nominee’s curriculum vitae (including list of publications); and
- Written quotation from travel agent.

3.4 Agreed Work Programs

Work Programs should be set out using the accompanying form.

Each visitor is required to negotiate with the sponsoring organisational unit, a documented program of work for the duration of their visit. This work program must be approved by the UTAS Visiting Fellows and Visiting Scholars Program Selection Committee as part of the funding process; any subsequent changes to the agreed program must be approved by the Provost.

The UTAS Visiting Fellows and Visiting Scholars Program does not prescribe the nature of work to be undertaken by the visitor, as long as the activities contribute to the objectives of the program and further the interests of UTAS.

Potential areas of work might include:

- Collaborative research with UTAS staff; and/or
- Delivery of research papers to UTAS staff and students; and/or

- Postgraduate thesis supervision and mentoring; and/or
- Postgraduate coursework guest lecturing; and/or
- Undergraduate coursework guest lecturing; and/or
- Public lectures; and/or
- Workshops with staff, students, and/or community members; and/or
- Short course and summer school teaching.

3.5 UTAS Visiting Fellows and Visiting Scholars Program Selection Committee

Nominations are assessed and the allocation of funding determined by the UTAS Visiting Fellows and Visiting Scholars Program Selection Committee. This committee is comprised as follows:

- Provost [Chair]
- A Deputy Vice-Chancellor
- One or two Deans
- A representative of Academic Senate

The UTAS Visiting Fellows and Visiting Scholars Program Selection Committee will act fairly and without bias. Where there is a potential conflict of interest, the relevant member of the Selection Committee must declare this to the Chair. The Chair will then determine the appropriate action. Where there is a significant, material conflict of interest, the relevant member(s) of the Selection Committee will absent themselves from the discussion and determination regarding the particular nomination.

3.6 Selection Criteria

The UTAS Visiting Fellows and Visiting Scholars Program Selection Committee will use the following criteria in assessing applications:

1. *Likelihood of delivering value for money to the University*
2. *Likelihood of contributing to the purposes of the program:*
 - *Strengthening academic networks to underpin ongoing scholarly activity; and/or*
 - *Achieving scholarly outcomes (e.g. publications) in key areas, through research leadership and collaborative research; and/or*
 - *Enhancing the professional development of UTAS staff through exposure to teaching and learning leaders; and/or*
 - *Enhancing educational programs through collaborative teaching projects; and/or*
 - *Raising the scholarly and public profile of UTAS.*
3. *Likelihood of formation of a valuable, ongoing relationship with the visitor*
4. *Extent of financial contribution from the sponsoring organisational unit and/or other sources.*

The Selection Committee will also take into account the academic standing of the nominee in their field of expertise (for example, whether or not the nominee is a highly cited academic).

The UTAS Visiting Fellows and Visiting Scholars Program is not intended to replace existing sources of support, but may supplement them. Wherever possible, visits should be co-funded from either internal or external funding sources. While not an absolute criterion for winning support, co-funding will be looked upon favourably by the Selection Committee.

Visits that are jointly facilitated and funded with the Tasmanian State Government to maximise the benefits for UTAS and the Tasmanian community will be viewed especially favourably.

Additional information may occasionally be sought from a sponsoring organisational unit, or nominations may be referred back for review, in order to ensure that these criteria are satisfied.

3.7 Invitation and Acceptance Process

After a nomination has been approved, a formal invitation to visit is issued by the Provost. Invitations are copied to the Head of the sponsoring organisational unit, the Dean/Divisional Head and Human Resources.

The contractual relationship between the University and the visitor is formed by the offer in the University's letter and the acceptance in the visitor's reply. This relationship, however, does not constitute an employment relationship.

The Dean/Divisional Head and the Head of the sponsoring organisational unit will be advised when a formal response is received to the letter of invitation. Should a reply be made by e-mail directly to the sponsoring organisational unit, a copy of the reply should be forwarded immediately to the Office of the Provost [Provost.Office@utas.edu.au]. If a verbal response only is received by the sponsoring organisational unit, the visitor should be requested to reply in writing to the Provost.

Any change of dates received by the sponsoring organisational unit must be advised to the Provost so that the record can be updated and the visitor advised of any resulting change.

Any withdrawal from the Fellowship/Scholarship that is notified by the visitor directly to the sponsoring organisational unit must also be formally notified to the Provost so that an appropriate letter can be written to the nominated visitor.

3.8 Reporting of Outcomes

As an aid to evaluating the benefits of the UTAS Visiting Fellows and Visiting Scholars Program, the sponsoring organisational unit of each Visiting Fellow/Visiting Scholar is required to provide to the Provost a final report outlining the outcomes of the visit, including any perceived ongoing benefits, as compared with those anticipated in the initial nomination.

The report should be provided within three months of the end of the visit. Failure to provide such a report may jeopardise subsequent funding of visitors to the organisational unit.

The Head of the sponsoring organisational unit should include in annual reporting the benefits to the unit's teaching and learning and research resulting from Visiting Fellowships/Scholarships during the year.

It is recognised that some benefits may continue to accrue over a significant period, for example through publications, joint grant applications, shared teaching projects and the like. The organisational unit should continue to provide indications of such benefits as they materialise.

Sponsoring organisational units will receive a reminder from the Office of the Provost when the report becomes due.

3.9 Work Visas

Please note that, in all cases, overseas visitors to the University, (other than those holding dual nationality or who are permanent residents of New Zealand), who receive a living allowance during a Fellowship/Scholarship, or who receive monetary payment for other services (e.g. additional lectures/seminars), will require a work visa. All visas are the responsibility of the sponsoring organisational unit.

Please note that some visa classes do not allow for remuneration to be paid to the visa holder, only living expenses.

More information about specialist entry work visas, including the Visiting Academic Visa (subclass 419) can be found at <http://www.immi.gov.au/skilled/specialist-entry/visa-options.htm>

3.10 Work Health and Safety

The designated Responsible Officer of the sponsoring organisational unit must ensure that an adequate Work Health and Safety induction is provided to the visitor. A record of the induction should be kept for at least 12 months post the engagement. Adequate consultation, instruction, supervision and training appropriate for the engagement are to be considered and in place for the visitor.

The visitor must co-operate with UTAS Work Health and Safety policies, procedures and supportive material and processes while within University workplaces and whilst engaged in University activities.

The visitor should be encouraged to report or rectify any unsafe conditions or acts that come to their attention.

3.11 Computer Facilities

It is recommended that the sponsoring organisational unit initiate a request to Information Technology Resources, regarding the visitor's computer account, internet access and sufficient file space, well in advance of the visitor's arrival to allow sufficient time for appropriate computing facilities to be arranged.

The visitor should be registered as a University Associate and sponsored by the relevant Head. This will create an entry in the UTAS Identity Management System for access to email, library, internet, and so on.

3.12 UTAS Staff Card

The visitor should be issued with a UTAS staff card for identification purposes and for use when borrowing from the University Library. The card is issued by the Student Centre upon request.

3.13 Advice on Preparing Funding Requests

The program is not prescriptive in regards to the types of support it will cover. For example, some sponsoring units may wish to apply for funding for airfares and living expenses, while others will only require support for travel. Each nomination and funding request will be individualised and will be considered on its own merits.

Further financial advice is available in the accompanying document: *Financial Advice for UTAS Visiting Fellows and Visiting Scholars Program*.

As a guide, requests for funding might include the following:

Travel support

Quotations for return airfares should be based on the most direct and economical route to Tasmania from the visitor's current location. Airfares will normally be economy class and paid for the visitor only. However, in some circumstances this may vary (for example business class or premium economy class travel, and/or additional airfares may be supported by the selection committee), depending on seniority, length of stay and similar considerations. In such circumstances the nominating Head will need to make a case for the need for additional travel support.

When choosing the class of airfare, sponsors should bear in mind the University's travel policy. In other words, considerations of the nominee's seniority should be taken into account when choosing between economy and business class airfares.

All travel bookings and arrangements are the responsibility of the sponsoring organisational unit. Please note that the University is not liable for the cost of any travel arrangements entered into independently by the visitor and/or the sponsoring organisational unit.

In the initial negotiations, the potential visitor should be advised not to book and pay for their own travel as the University cannot disburse program monies as reimbursements before or after travel.

Accommodation

All accommodation bookings and other arrangements are the responsibility of the sponsoring organisational unit.

Daily living expenses

Nominators may choose to request funding for a daily allowance to support the visitor's living expenses. If such a request is made, the budget submitted should include the daily amount, total amount, and the preferred method of payment (reimbursement on receipt, or direct payment to visitor). Further financial advice is available in the accompanying document: *Financial Advice for UTAS Visiting Fellows and Visiting Scholars Program*.

Incidental expenses

It is recommended that, at the commencement of the visit, the visitor be advised of those items for which the sponsoring unit will pay (e.g. incidental library and computing expenses) and those items which are the visitor's responsibility (e.g. long distance phone calls, postage/freight for items being sent back to the country of origin and so on).

3.14 Additional Advice

Please encourage the visitor to raise any queries, at the earliest opportunity, with the Head of their sponsoring organisational unit. If they are temporarily unavailable, the visitor should contact the Office of the Provost.

4 Supporting Documentation

- UTAS Visiting Fellows and Visiting Scholars Program Policy
- UTAS Visiting Fellows and Visiting Scholars Program Nomination Form Template
- UTAS Visiting Fellows and Visiting Scholars Program Work Program Template
- UTAS Visiting Fellows and Visiting Scholars Program Budget Template
- UTAS Visiting Fellows and Visiting Scholars Program Financial Advice

5 Versioning

Former Version(s)	Version 1 – <i>UTAS Visiting Fellows and Visiting Scholars Program Procedure</i> (approved by Senior Management Team, May, 2009). Version 2 - <i>UTAS Visiting Fellows and Visiting Scholars Program Procedure</i> (approved by A/g Deputy Vice-Chancellor (Academic) and Provost, March, 2011). Version 3 – <i>UTAS Visiting Fellows and Visiting Scholars Program Procedure</i> (approved by Provost, October, 2011).
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