# School of Social Science Visiting Academic Scheme

**Purpose and objectives**

An academic who holds a position in their own university or other institution and who is visiting the School of Social Science to carry out teaching and/or research for a duration of at least four weeks to six months may be eligible for the conferral of the title 'Visiting Academic' for the duration of their visit. Visits of longer than six months may be negotiated upon request.

The purpose of a Visiting Academic scheme is to foster scholarly and collegial networks and collaborations between the School of Social Science and academics from other institutions that lead to knowledge sharing and an enhanced understanding of the world around us.

The conferral of the title Visiting Academic occurs in accordance with University of Queensland Policies and Procedures: https://ppl.app.uq.edu.au/content/5.20.07-visiting-academic. Under this policy, visitors of less than four weeks are not eligible for Visiting Academic status but may be able to access some University resources under the University's Volunteer Policy (see https://ppl.app.uq.edu.au/content/volunteers-policy).

**Eligibility**

Visiting Academics must hold a PhD and have a minimum of one year's postdoctoral experience.

**General conditions**

Visiting Academics do not receive a salary from the host institution and the School of Social Science is generally unable to meet visitor's expenses.

Visiting Academics will contribute to the work of the organisational unit in a voluntary capacity in such ways as agreed with the Head of School of Social Science in consultation with the nominating academic and Executive Dean of the Faculty of Humanities, Arts and Social Sciences. Such contributions must be in accordance with the University's protocols, policies and procedures, particularly with reference to the following:

- PPL 1.50: Ethical Conduct in the Workplace
- PPL Section 2: Workplace Health and Safety
- PPL 4.10.13: Intellectual Property for Staff, Students and Visitors.

Visiting Academic title holders in the School of Social Science are entitled to the following benefits:

- A University identity card to access the library and School of Social Science rooms
- Library access
- (Shared) office space
- Computer access
- Access to School research activities, such as workshops, seminars and social events
- IT login and an email account
- Where relevant, and with appropriate induction, use of the School Archaeology Research and Teaching Centre.
- Access to relevant School and University resources, such as room bookings, meeting rooms, basic IT support, and stationary.

Visiting Academics are protected as volunteers for liability arising while undertaking activities for or on behalf of the University or an affiliate. Since they receive no remuneration from the University, they will not be covered by the University's worker's compensation insurance. They also have limited personal accident insurance.

**Activities**

Visiting Academics are invited to engage in the intellectual life of the School during their visit. Depending on the nature and extent of their visit, this may include the following activities:

- Contributing to or sharing research knowledge through collaborative research activities
- Working on a research project with School of Social Science collaborators
- Delivering a research seminar, workshop or similar.
- Delivering a guest lecture
- Delivering training for academics and/or PhD students (e.g., in a particular research method)
- Examining a PhD thesis
- Providing expert advice, where relevant.
- Meeting with PhD candidates or early career academics.

**Application process**

To facilitate engagement with the School and its staff, Visiting Academics must be nominated for the title by a relevant academic staff member who acts as designated host during their stay.

The application process for the title of Visiting Academic is as follows:

1. The Visiting Academic makes contact with a current academic staff member who is willing to nominate the applicant and act as academic host. The host will be required to complete a form indicating their support for the visit.

2. Complete the Visiting Academic application form and provide accompanying documentation:
   - Copy of CV
   - Letter/email of support from home institution

3. The academic host completes the endorsement of the application using the Visiting Academic and HDR Student Form B.

4. The academic host submits the application and accompanying documentation to the Head, School of Social Science by emailing Julia Michel-Clark at j.michelclark@uq.edu.au.

The application must be submitted at least three months before the proposed visit. All international visitors to Australia must have a valid visa and comply with government health and character requirements. This is to be organised at their own expense.

Applications will be assessed by the School Executive based on alignment of the applicant and proposed activities with the mission of the School as outlined in the application form. Applicants will be notified of the outcome within a month.