Honorary, Visiting and Affiliate (HVA) Status Policy

Background:

This policy is designed to formalise existing practices across the School in relation to HVA individuals.

This policy should be referenced in relation to the University policy on HVA appointment process as outlined: http://www.gla.ac.uk/services/humanresources/staff/mgrs-admin/hon-vis-aff/guidance/

Scope, Applicability and Application process

The School policy follows and is consistent with the scope and applicability as outlined at http://www.gla.ac.uk/services/humanresources/staff/mgrs-admin/hon-vis-aff/guidance/

A specific College of Arts only Honorary Status application form should be completed and submitted as per the workflow as outlined below. The form can be accessed at http://www.gla.ac.uk/schools/humanities/studentstaff/informationforstaff/humanresources/#d.en.215335

HVA Status and resources

As outlined, the HVA process allows the University to ensure that HVA individuals are recorded and provides a University ID card for each individual. This also provides access to central University services such as the Library and central IT resources.

School Resources

HVA status does not entitle individuals to office space. No external commercial activity should be undertaken by an HVA individual on University premises.

An exceptional case may be made by a Head of Subject to the Head of School for office space to be allocated. Upon its acceptance, the School will apply the current bench-fee rate (plus VAT) per semester.

Funding Applications

Whilst being supportive of mechanisms to support and develop the research culture within the School, HVA applications to external funders are usually rare. Furthermore, given the non-staff status of HVA individuals, there is a lack of governance in such circumstances in relation to the University’s obligations to funders.
Unless a funding application can be (1) approved under the term and conditions of a funder, (2) a direct salary budget can be created above the current REF reporting threshold of 0.2 FTE in relation to the HVA individual and (3) the application meets current School/College expectations in relation to the FEC, applications from HVA individuals will not be supported.

HVA Status application process

Please find below the process for completing and submitting an application for Honorary, Affiliate or Visiting Status in the School of Humanities.

1. Download nomination form
2. Complete ALL sections
3. Obtain signature / statement of support from Head of relevant Subject/Centre
4. Forward to the Head of School (via Pauline McLachlan) with CV attached for approval (and forwarding to College if applicable)
5. For Honorary appointments, the College Secretary will issue appointment letters to applicants informing them of the outcome
6. Pauline McLachlan, Operations Administrator will register the appointment in the HRP system
7. Pauline McLachlan will email applicants with staff number, appointment ID and provide guidance on obtaining a staff card