

	<b>UNIVERSITI KUALA LUMPUR</b>  <b>POLICY FOR VISITING PROFESSOR APPLICATION</b>	Doc. No:	UniKL/CoRI/ SOP/04
		Level:	2
		Revision No:	00
		Date:	02/10/2015
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#### AMENDMENT RECORDS

No.	Date	Justification	Revision No.	Approved by
1	02/10/2015	Establishment	00	Director

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## 1.0 OBJECTIVE

- 1.1 The objective of this policy is to guide the process for Visiting Professor Application.
- 1.2 To serve as a procedure for continuous improvement to the Visiting Professor Application process.
- 1.3 To ensure the process of Visiting Professor Application is carried out in a consistent manner.

## 2.0 SCOPE

- 2.1 This procedure will cover all Visiting Professor Application processes in UniKL.

## 3.0 REFERENCES

- 3.1 PMTC Policy

## 4.0 DEFINITIONS / ABBREVIATIONS

UniKL	:	Universiti Kuala Lumpur
Institutes	:	Branch campuses under UniKL
HoRI	:	Head of Research & Innovation Section
CoRI	:	Center for Research & Innovation, UniKL Chancellery
PMTC	:	People Management & Team Culture Division

## 5.0 RESPONSIBILITY

- 5.1 The Director of CoRI is responsible to ensure that the procedure is adhered to processing of all visiting professor applications in UniKL.
- 5.2 HoRI is responsible to ensure that the procedure is adhered to processing of all visiting professor applications at campus level.

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5.3 Finance at Chancellery) is responsible to ensure that the procedure is adhered to processing of all visiting professor applications at section level.

## 6.0 POLICY

The procedures set out here under should be read in conjunction with the University's recruitment and selection procedures (including a job description, person specification and selection process) and headed by PMTC.

The purpose of recruiting visiting Professor(s) may relate to one or more of the following:

- a need to identify definable leadership within the relevant department
- the promotion of innovative teaching leadership
- the provision of academic leadership in an aspect of applied or user-led research or public engagement.

A Visiting Professor either can be one on leave or retired from an academic or research position at another educational institution; or whose research, creative activities or professional achievement makes a visiting appointment appropriate.

CoRI has provision for a range of titles for Visiting Professors, which includes Visiting Practitioner or Visiting Specialist.

1. The Dean will devise an Academic and Research need which clearly identifies the requirement for a visiting Professor. In limited and exceptional circumstances, a direct appointment may be made for a named individual who meets the specified criteria.
2. The Dean's recommendations should give details of the individual's contribution and standing in any relevant aspect of the University's activities in term of research, teaching and/or any aspect of knowledge exchange.
3. Each candidate must have a recognised standing in a field or discipline aligned with the UniKL Strategic Plan.
4. Candidates will be interviewed formally by the interview committee which comprises of a member of the Senate, Dean of the faculty, and three referees. The decision of the committee stands final.
5. The period of appointment will be for two weeks minimum and up to six months. The renewal of the service is subjected to review and decision by the university.