

Document Title:	Practice-based appointments
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1. Overview

- 1.1. To encourage a more strategic approach to the integration of practical or professional expertise with the School’s core activities – teaching, learning and research – the School will create the following practice-based roles:
 - Professor of Practice
 - Policy Fellow
 - SOAS Community Fellow
- 1.2. The titles will be conferred on individuals who draw upon their practical or professional expertise to contribute to the mission of the School.
- 1.3. The School is committed to giving greater recognition to practice-based and practitioner research and intellectual leadership, as part of a broader recognition of the significance of impact and knowledge exchange in the contemporary academy. These practice-based appointments apply, therefore, to individuals who are currently external to SOAS with whom we would wish to pursue a closer association. They sit alongside and expand our existing external associations, including Honorary Fellows, Post-Doctoral Research Associates, Research Associates, and Professorial Research Associates. Each role is explained in more detail below.

2. Role Outlines

Professor of Practice

- 2.1. The title of Professor of Practice will be conferred on persons of distinction recognised internationally for a practice or profession of relevance to the SOAS mission.

- 2.2. Professors of Practice may not have traditional academic backgrounds but will contribute to the mission of the School by drawing on their practical or professional expertise. They will be expected to offer masterclasses, workshops or other such teaching-related activities in their area of expertise and/or engage in other activities in the School that might include outreach, research, consultancy and ambassadorship.
- 2.3. Professors of Practice will become honorary members of the School's academic staff. They will normally be unpaid, but honoraria may be offered for specific, agreed, activities. The term of these Professors of Practice will be fixed for three years, and renewable subject to their activities continuing to positively further the School's values and mission.

Policy Fellow

- 2.4. Policy Fellows are persons currently employed in national or international policy institutions who wish to spend time in our intellectual community enquiring into questions of mutual interest.
- 2.5. Policy Fellows could be seconded by their organisations or be attached to SOAS for varying periods of time whilst in employment. They will be expected to convene as well as to participate in and contribute to discussions on the policy themes relevant to their area of engagement. Policy Fellows will become honorary members of the School's academic staff. They will normally be unpaid, but honoraria may be offered for specific, agreed, activities. They will be able to attend classes, take modules and study towards higher degrees at SOAS, paying fees where appropriate. There is, in will hold these positions for varying periods up to three years, depending on the purpose of their secondment or affiliation with SOAS. Their affiliation can be renewed subject to their activities continuing to positively further the School's values and mission.

SOAS Community Fellow

- 2.6. SOAS Community Fellows might work within London institutions – schools, the government, the public service, hospitals, unions, the arts, sports – or contribute in other ways to the life of the UK and the community from which SOAS draws for its students and inspiration.
- 2.7. There is in principle no limit to the number of Community Fellows the School might appoint. Community Fellows hold these positions for three years, subject to their activities continuing to positively further the School's values and mission and are renewable for a further period of up to three years.
- 2.8. The School will actively publicise the SOAS Community Fellow scheme and will seek out nominations for such Fellows. Their appointment will foster close links between the community and the School, and will be a key strategy in encouraging a wider debate on 'Global Britain' with SOAS as a pivotal voice.

3. Hosting and Financing Arrangements

- 3.1. Professors of Practice, Policy Fellows and SOAS Community Fellows will normally be hosted in an academic department. They may also be appointed at School level (i.e. by one of the directorates) or by a regional institute or centre. Role-holders will normally not receive a salary. Any associated costs or payments will need to be met by the relevant budget-holder, rather than automatically reverting to the host

department.

- 3.2. Where these appointments are associated with the delivery of teaching for a particular module or course, departments may make provision for honoraria and other costs as part of their overall budget. The terms of any honoraria should conform with established rates of remuneration and may take the form of a stipend to cover accommodation and subsistence. This should be on the same basis as would be extended to any external appointment, and should be agreed with HR and Finance and the relevant budget holder prior to an offer being made. Any teaching arrangements will need to be agreed with academic departments before final approval is given.

4. Period of appointment and renewals

- 4.1. The initial period of appointment for Professors of Practice will usually be three years, renewable. SOAS Community Fellows will be appointed for three years, on a renewable basis. The length of term of Policy Fellows will vary.
- 4.2. Executive Board may, at its discretion, terminate an appointment without notice before the end of the appointment period. This right to terminate particularly applies where a continuing relationship between the individual and the School brings reputational risk to the School. There will be no right of appeal against such a termination.

5. Duties and Responsibilities

- 5.1. **Professors of Practice** are expected to offer and engage in teaching and research activities, such as masterclasses, public lectures, symposia and workshops, during their term of appointment in the School. Specific commitments should be agreed between Heads of Department or Institute Directors and each candidate at the time of their appointment.
- 5.2. Where Professors of Practice are not ordinarily entitled to work in the UK, any activities that are undertaken on behalf of the School will not be remunerated. Instead, a stipend may be given that would cover all relevant expenses such as accommodation and subsistence, on a basis that conforms with SOAS expense policies and practices. In addition to teaching, Professors of Practice will be expected to participate more widely in the life of their host department / institute and the School, engaging in other activities that might include research, research impact, consultancy, knowledge exchange, and acting as School ambassadors. These wider commitments should also be discussed and agreed between Heads of Department or Institute Directors and each candidate.
- 5.3. **Policy Fellows** will be expected to convene, participate in and contribute to discussions in their area of specialist focus, including through engagement with the student community. They will be assigned an academic liaison who will ensure the Policy Fellow will get the most out of their association with the School and to enable the School to benefit from the Policy Fellow's expertise and networks.
- 5.4. *SOAS Community Fellows* will likewise be expected to contribute to the mission of the School by drawing on their practical or professional expertise to advance the School's mission more widely. They are also expected to participate in SOAS events as and when appropriate and to foster links between SOAS and its wider UK and international community.

6. Benefits and privileges

- 6.1. Professors of Practice will have the same benefits and privileges as other members of academic staff. The privileges include:
- (i) Full library membership
 - (ii) Membership and use of the Staff Common Room
 - (iii) An individual School IT and email account
 - (iv) Staff-level access to the School campus and facilities
 - (v) Use of the School's affiliation in giving public lectures or submitting material for publication
- 6.2. The appointment of a Professor of Practice, Policy Fellow or SOAS Community Fellow does not entitle the department or institute to claim additional office space or other resources from the School. Shared office or desk space will be made available where possible.
- 6.3. Policy Fellows and SOAS Community Fellows will enjoy
- (i) Full library membership
 - (ii) Membership and use of the Staff Common Room
 - (iii) Staff-level access to the School campus and facilities

7. Visas and Sponsorship

- 7.1. Candidates for any of the above positions who are not nationals of the European Economic Area (EEA) should contact the HR Directorate to discuss visa requirements, particularly if they receive or intend to receive financial support of any form from a formal source of funding such as the government, a university (including SOAS), a research council or a charitable organisation.

8. Applications for External Funding

- 8.1. All holders of practice-based appointments should follow existing School procedures governing external funding applications. Where an application for external funding is planned by a Professor of Practice, Policy Fellow or SOAS Community Fellow prior to their appointment, this should be discussed in advance with the host department or institute and, in the case of Professors of Practice, highlighted in the department or institute's application on behalf of the candidate. As Professors of Practice, Policy Fellow, and SOAS Community Fellows are not employees of the School, external grant applications must cover full economic costs.

9. Appointment Procedures

- 9.1. Practice-Based Appointments are School-Level appointments and must therefore be approved at each level of the School's structure. The process for approval of Practice-Based Appointments is as follows:
- i. Nominator (who should be a member of SOAS staff) submits completed CV and letter of nomination to their Department Research and Knowledge Exchange Committee or (for interdepartmental centres and institutes) College Research and Knowledge Exchange Committee, indicating which position the individual is nominated to (Professor of Practice, Policy Fellow, Community Fellow). *Nominators are encouraged to make nominations for Policy and Community Fellows rather than Professor of Practice, where appropriate*). The nomination letter should indicate why the person is

a suitable appointment and what the department, college and School can expect their contribution to be over their two-year term. **Self-nominations are not accepted.**

- ii. Nominations approved by the Department RKE committee must be approved by the Head of Department (who may seek approval from the department). Nominations approved by the College RKE Committee must be approved by the College Management Committee and signed by the Head of College.
- iii. Application is then forwarded for approval to the Research and Knowledge Exchange Committee
- iv. The application goes to Executive Board and Senate for notification and approval
- v. A letter of invitation to a three-year term is issued by the Deputy Vice Chancellor, Research and Knowledge Exchange.
- vi. Renewals will need to submit new nomination forms indicating what the appointee has achieved in their term, and what the plans are for continuation of their position. Renewals will need to follow the same process outlined above.

10. Process for Approval of Practice-Based Appointments

