

	RULES OF PROCEDURE on visiting scholars at the University of Iceland, see Article 13 of the Regulation for the University of Iceland no. 569/2009.	Page.: 1 Of 2 Approved by the University Council 14 April 2016 Reviewed 2 Sept 2021 and 5 May 2022 Case number: HI22050042 Responsibility for implementation and follow up: School deans and Science Committee chair
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1. Professional requirements

School deans may, under the authority of the rector, offer selected individuals positions as visiting scholars at a University of Iceland faculty or research centre. In the case of research centres, it is the rector who grants the position if it is not directly associated with the faculty – see Regulation no. 480/2010 on the UI Institute of Research Centres. Visiting scholars must unequivocally fulfil the same requirements for professional competence as other teaching and research staff at UI.

2. Application and qualifications assessment

A head of faculty or, as appropriate, chair of an advisory committee at a research centre, intending to offer an individual a position as a visiting scholar shall submit a written application, together with the individual's CV, to the chair of the University Council Science Committee. The application must include:

- a) A reasoned argument for offering the position, including what it will entail in terms of research, teaching and other responsibilities, and how the UI unit will benefit.
- b) Information on how many visiting scholars are at the unit at the time of application and what proportion they make up of the total number of academic staff hired in accordance with a qualifications assessment, see item 3.

The Science Committee shall seek a written assessment of the individual's academic competence from the Division of Science and Innovation. This assessment must state whether the individual *unequivocally* meets the minimum requirements for academic competence made of those holding the titles of lecturer, senior lecturer or professor at UI. If the individual already holds an academic post at a recognised university there is no need for a special assessment by the Division of Science and Innovation. The Science Committee will then come to a decision on the proposal and deliver it to the school dean and faculty head or, as appropriate, the rector and the chair of the advisory committee.

3. Number of visiting scholars

The number of visiting scholars at any one time shall generally not exceed 25% of the total number of academic staff at the unit in question.

4. Supervision in research-based graduate studies

Visiting scholars are eligible to be academic supervisors for graduate students at the relevant faculty, provided they meet the University's requirements in this regard and have been approved at a faculty meeting.

5. The right to attend faculty meetings and departmental meetings

Visiting scholars have the right to attend faculty meetings and, where applicable, departmental meetings, see Articles 17 and 21 of the Regulation for the University of Iceland no. 569/2009. However, they do not have the right to vote at faculty meetings or departmental meetings.

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6. Contract

A written contract shall be entered into for each visiting scholar, setting out the basis, scope and duration of the position; financial arrangements; rights and obligations of both parties; and the nature and content of the collaboration. The contract shall specify whether and to what degree the collaboration involves research, teaching and supervision at undergraduate and graduate levels, membership of graduate study committees, administration, publication of scientific articles in the name of both parties and public relations, as applicable in each case. The relevant school dean, head of faculty and the chair of the Science Committee shall sign the contract on behalf of UI, on the authority of the rector. The head of the visiting scholar's home institution or company and the visiting scholar shall sign the contract on behalf of the institution or company. The school dean shall be responsible for recording the contracts of visiting scholars in GoPro, the document filing system at UI, and maintaining a record of all visiting scholars at the school at any given time. The Division of Science and Innovation shall maintain a record of all visiting scholars and make it accessible on the University website.

7. Duration of contract

All visiting scholar positions shall be temporary up to a maximum of 5 years at a time. After 5 years, there will be an assessment as to whether to renew the position, in which case a new contract shall be made. It is not possible to apply for a more senior professional title whilst the contract remains valid. If the contract is terminated before it formally expires, the Science Committee must be informed. Requests to renew contracts must be submitted to the chair of the Science Committee no later than 6 months before the contract expires.

8. Finances

The position of visiting scholar is not salaried unless the contract specifies otherwise, see item 6 or, in certain cases, item 10. However, visiting scholars will be paid for committee membership, supervision and teaching duties in accordance with the general rules at UI.

9. Professional title

The Icelandic titles of visiting scholars are *gestalektor*, *gestadósent* and *gestaprófessor*. The corresponding US English translations of these titles are adjunct assistant professor, adjunct associate professor and adjunct professor. With the rector's approval, other titles may be used, such as research professor, research associate professor and research assistant professor, in cases of extensive collaboration in teaching and research. If the position is not directly associated with a faculty, see Article 1, the titles are adjunct junior researcher, adjunct researcher or adjunct senior researcher.

10. Special salaried positions for adjunct professors at 0.2 FTE

Recognised scholars may be hired to special positions as adjunct professors at 0.2 FTE. Such a decision must be formally approved by the rector.

11. Laws and regulations

In working for UI, visiting scholars must comply with the Act on Public Higher Education Institutions no. 85/2008, the Regulation for UI no. 569/2009, as well as the UI Code of Ethics and all other regulations pertaining to the relevant faculty or research centre.