

DURBAN UNIVERSITY OF TECHNOLOGY

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Policy for Appointment of Research Individuals including Research and Distinguished Professors

I. PREAMBLE

I.1 Background

- I.1.1. In alignment with DUT's visionary commitment to ENVISION2030, which charts a course towards academic excellence, research innovation, and transformative impact, the Policy and Procedures for Appointment and Promotion of Academic Staff - Research reflect the university's unwavering dedication to fostering a vibrant research community.
- I.1.2. These policies and procedures establish a framework designed to recognize, nurture, and advance individuals within the Academic Staff - Research category, encompassing Research Scientists, Research Engineers, Research Scholars, Senior Research Scientists, Senior Research Engineers, and Senior Research Scholars.
- I.1.3. ENVISION2030's overarching goal of positioning DUT as a global leader in research and innovation underscores the critical role played by Academic Staff - Research in driving this vision forward. With a focus on promoting academic distinction, research excellence, and impactful knowledge creation, these policies and procedures adhere to the principles of fairness, transparency, and meritocracy.
- I.1.4. They are committed to the principles of diversity and inclusion, emphasizing the significance of cultivating a research workforce that reflects the rich tapestry of perspectives and talents needed to address complex societal challenges.
- I.1.5. As DUT aspires to elevate its research profile and expand its contributions to the broader community, these policies and procedures strive to provide a clear and equitable pathway for the recruitment, recognition, and professional growth of Academic Staff and research members.
- I.1.6. Through adherence to these guidelines, DUT endeavours to empower its research community to achieve the highest levels of excellence, reinforcing its position as a beacon of knowledge generation, innovation, and transformation in the pursuit of ENVISION2030.

I.2 Purpose

- I.2.1. This policy establishes a comprehensive and transparent framework for the appointment and promotion of Research Staff at Durban University of Technology (DUT), primarily focusing on externally funded or sponsored research projects. It aims to create a supportive and dynamic research ecosystem at DUT, where Research Staff can thrive and contribute meaningfully to the university's mission and the broader research community. Key objectives of this policy include:
 - i) Promote Research Excellence: Identify, recognize, and reward individuals with exceptional research capabilities and potential for significant contributions to knowledge creation.
 - ii) Support and Align with ENVISION2030: Align with DUT's strategic vision, ENVISION2030, by nurturing a research workforce central to the university's mission of academic excellence, innovation, and societal impact.
 - iii) Ensure Fairness and Equity: Define clear and equitable procedures for the appointment and promotion of Academic Research Staff, fostering a culture of fairness, transparency, and meritocracy.
 - iv) Encourage Diversity and Inclusion: Emphasize the importance of diversity and inclusion, creating a research community that reflects a wide range of perspectives and talents.

- v) **Facilitate Professional Growth:** Provide a structured pathway for recruitment, recognition, and professional advancement of Academic Research Staff, empowering them to excel in their research endeavours.
- vi) **Enhance Research Impact:** Promote a research environment that enables Academic Research Staff to make significant contributions to their respective fields of study and society at large.
- vii) **Maintain Academic Standards:** Uphold the highest academic standards in the recruitment and promotion of research professionals, ensuring that appointments and promotions are based on qualifications, experience, and research achievements.
- viii) **Foster Collaboration:** Encourage collaboration and engagement among Academic Research Staff members, faculty, and students, fostering a culture of knowledge exchange and innovation.

1.2.2. Additionally, the policy outlines the guidelines for the appointment of Student Visiting Researchers (SVRs), who are postgraduate students from other universities visiting DUT to conduct research under the supervision of DUT academic staff. SVRs are appointed as non-degree "postgraduate" students.

1.2.3. Furthermore, the policy aims to identify and acknowledge individuals who have made significant contributions to their field through outstanding research and scholarship by awarding Distinguished Professorships. These appointments celebrate achievements, elevate DUT's reputation, and attract and retain pre-eminent scholars. Distinguished Professors enhance academic excellence by mentoring junior faculty, increasing research productivity, and fostering a vibrant scholarly environment.

By implementing this policy, DUT seeks to build a dynamic and supportive research ecosystem, recognize exceptional research achievements, attract leading scholars, and promote high standards of academic excellence and mentorship within the university.

1.3 Acronyms

ARS	Academic Research Staff
DUT	Durban University of Technology
HCS	Human Capital Services
ROUs	Research Outputs Units
VARs	Visiting Academic Research Staff
VSR	Visiting Student Researcher

1.4 General Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Academic Research Staff (ARS)	Staff members engaged in academic research at Durban University of Technology (DUT).
Distinguished Professor	A title awarded to exceptional faculty members demonstrating a sustained record of exceptional achievement in research, scholarship, and contributions to the field, aligned with DUT's values.

Distinguished Professor Review Committee	A committee established by the Deputy Vice-Chancellor overseeing research, innovation, and engagement to adjudicate nominations for the title of Distinguished Professor.
External Staff	Individuals from other institutions who meet the qualifications of a Full Professor at DUT may be considered for the Distinguished Professor title.
Human Capital Services (HCS)	The university department responsible for managing human resources, including notifications of Distinguished Professorship appointments.
Letter of Invitation	A document that must include a comprehensive description of a Student Visiting Researcher's (SVR) intended research and receive endorsements from relevant academic staff and administrative positions.
Postgraduate Admissions	The university office responsible for managing applications and enrolments of postgraduate students, including Student Visiting Researchers (SVRs).
Principal Investigator	The lead researcher responsible for the design, conduct, and management of a research project or grant. The PI ensures that the research adheres to the standards of the funding agency, institution, and ethical guidelines. Key responsibilities include project planning, grant writing, team leadership, data oversight, compliance with ethical standards, and mentoring junior researchers.
Research Output Units (ROUs)	A Research Output Unit (ROU) is a unit of measurement used to quantify and recognize the research outputs of academic staff in higher education institutions, as per the guidelines set by the Department of Higher Education and Training (DHET). This includes various forms of scholarly work such as peer-reviewed journal articles, books, conference papers, and other research publications and creative outputs. Refer to the Policy for Standardization of Research Output Expectations.
Student Visiting Researcher (SVR)	A postgraduate student from another institution conducting research at DUT under the sponsorship of DUT academic staff, without pursuing a degree at DUT.
Visiting Academic Research Staff (VARs)	Individuals holding permanent positions at other institutions who are appointed at DUT for a research-focused role. Appointments are for a maximum of twelve months and can include Visiting Senior ARS.
Visiting Senior Academic Research Staff (Visiting Senior ARS)	A senior-level designation for Visiting Academic Research Staff at DUT.
Visiting Student Researcher (VSR)	A designation for visiting graduate students conducting research at DUT for more than 30 days, enrolled as "non-degree postgraduate Students - Visiting Student Researchers" (SVR).

1.5 Definition of Positions

1.5.1. Research Scientist, Engineer, or Scholar (Equivalent to Lecturer)

- 1.5.1.1. A Research Scientist, Engineer, or Scholar at the Durban University of Technology (DUT) operates in a role typically requiring a doctoral degree or its equivalent, encompassing advanced research skills and subject knowledge.
- 1.5.1.2. In this capacity, they are directly involved in executing and often contributing to the design of, a Principal Investigator's (PI's) research endeavours. The primary objective of these individuals is to support the PI in achieving the objectives of the PI's externally funded or sponsored research projects.
- 1.5.1.3. Their responsibilities may extend to participating in the preparation of research proposals, monitoring progress, and contributing to final reports.
- 1.5.1.4. They also have the opportunity, with the PI's consent, to be coauthors or sole authors of research findings.

- 1.5.1.5. While formal classroom teaching is not typically their primary role, Research Scientists, Engineers, or Scholars frequently play a vital part in mentoring postdoctoral scholars, and postgraduate, and undergraduate students within the laboratory setting. The specific procedures involved in the application of this policy are primarily contained in the DUT Postgraduate Student Guide and Postgraduate forms (available on student/staff portals through the link <http://www.dut.ac.za/research/forms/>). Procedures not in these and related documents and/or policies will be contained in an Addendum (attached), which will be updated regularly to keep them aligned with changing University procedures.
 - 1.5.2. Senior Research Scientist, Senior Research Engineer (equivalent to Senior Lecturer), Senior Research Scholar (Equivalent to Associate Professor)
 - 1.5.2.1. Individuals whose professional achievements and recognition significantly surpass those of a typical Research Scientist, Research Engineer, or Research Scholar may be eligible for appointment as Senior Research Scientists, Senior Research Engineers, or Senior Research Scholars, depending on the nature of their contributions and work.
 - 1.5.2.2. Senior Research Scientists, Senior Research Engineers, and Senior Research Scholars can assume the role of Co-investigator in collaboration with a faculty Principal Investigator (PI) on research projects, as well as related applications for research funding, in which they play a substantial and meaningful role.
 - 1.5.2.3. It's important to note that being designated as a Co-investigator is not an automatic entitlement but rather necessitates the consent and approval of the PI. This designation recognizes the importance of their contributions to the research endeavour.
 - 1.5.3. Visiting Academic Staff - Research
 - 1.5.3.1. Visiting Academic Research Staff (VARs) and Visiting Senior ARS positions are distinct from standard ARS ranks in that the primary objective of these visitors' presence at the University is to engage in collaborative research endeavours with DUT's Principal Investigator.
 - 1.5.3.2. Unlike regular ARS roles, these positions do not entail the routine staff support typically associated with ARS appointments. Furthermore, they should not be confused with Visiting Scholar positions, which are honorary appointments lacking DUT salary support.
 - 1.5.4. Student Visiting Researcher
 - 1.5.4.1. These are registered postgraduate students from other universities conducting research at DUT.
 - 1.5.4.2. They are under a duly appointed DUT academic staff member's supervision.
 - 1.5.4.3. Though not formally registered students of DUT, they contribute to DUT's research endeavours while benefiting from DUT's facilities and academic environment and as such are also recognized for their contributions.
 - 1.5.4.4. They supplement rather than displace the research opportunities for DUT's own enrolled students.
 - 1.5.5. Distinguished professors
 - 1.5.5.1. A Full Professor at DUT recognized for their exceptional and sustained record of achievement in research, scholarship, and contributions to their field.
 - 1.5.5.2. It acknowledges their high-quality publications, impactful research with significant societal, industrial, or policy implications, and leadership in pioneering methodologies or interdisciplinary collaboration.

- 1.5.5.3. They are noted for their commitment to teaching excellence, inclusivity, social responsibility, and ethical standards.
- 1.5.5.4. They are noted for their prominent international and national recognition.
- 1.5.5.5. They contribute to the transformation of higher education by advancing equity, access, and diversity, and by mentoring and developing emerging scholars.

1.6 Policy Review

This policy will be reviewed every three years from the date of formal approval and adoption or earlier if circumstances so dictate as required by the standard operating procedures of Senate.

2. APPOINTMENT OF RESEARCH PROFESSORS

2.1 General Criteria

- 2.1.1. Research professors must meet the minimum criteria of full professor at DUT as outlined in the promotion policy.
- 2.1.2. The maximum period of the contract for research professors is five years renewable upon satisfactory performance in line with the Policy for Standardization of Research Output Expectations and other performance measures.
- 2.1.3. Remuneration for a research professor is equivalent to that of a full professor at DUT.

2.2 Procedures for Appointment

2.2.1. Selection and Search Procedures

- 2.2.1.1. In adherence to standard practice, appointments to the Academic Research Staff (ARS) typically necessitate an open search process.
- 2.2.1.2. These searches are initiated by publishing a written vacancy advertisement through university communication channels, which may also encompass pertinent professional journals or other relevant publications.
- 2.2.1.3. Per our commitment to diversity and affirmative action, all search processes must actively engage in promoting diversity.
- 2.2.1.4. This may involve proactive steps such as reaching out to professional contacts to request the inclusion of female and minority candidates, as well as candidates from diverse backgrounds who can enhance the academic staff's diversity.
- 2.2.1.5. Encouraging these candidates to apply and collaborating with resources such as professional organizations and journals that focus on female and minority professionals ensures that a wider pool of talented individuals is made aware of the search opportunities.

2.2.2. Exceptions to the Selection and Search Procedures

Exceptions to the standard search requirement may be considered in the following circumstances:

- 2.2.2.1. Recent Doctorate or Postdoctoral Completion: If the candidate has recently completed their doctorate or postdoctoral program at DUT, with documented evidence of fulfilling all degree requirements.
- 2.2.2.2. Unique Qualification: When the candidate possesses exceptional qualifications specifically suited for the position, making them uniquely qualified.
- 2.2.2.3. Prior Identification in Research Proposal: In cases where the candidate's name was previously identified in writing within a research proposal submitted by the Principal Investigator to an external funding agency.
- 2.2.2.4. These exceptions provide flexibility to the search process when certain conditions are met, ensuring that the university can still appoint highly qualified individuals who align with the position's requirements.
- 2.2.3. Criteria for the Appointment to Rank of Research Scientist, Research Engineer, or Research Scholar
 - 2.2.3.1. Once a candidate has been identified and selected for appointment, the recommendation for their appointment must be formalized through the completion of a specific form.
 - 2.2.3.2. This recommendation form must undergo approval from multiple key stakeholders, including the Principal Investigator, the Head of Department (or Center or Institute Director), the relevant Faculty Dean, and the Deputy Vice Chancellor for Research Innovation and Engagement.
- 2.2.4. Criteria and Procedures for the Appointment or Promotion to the Rank of Senior Research Scientist, Senior Research Engineer or Senior Research Scholar
 - 2.2.4.1. When considering an appointment to a Senior Academic Staff-Research position, the process closely parallels that of Academic Staff-Research positions, involving a structured set of steps. The following outlines this process:
 - i) Completion of Recommendation for Appointment Form: Following identification and selection of the candidate, a Recommendation for Appointment form must be completed. This form is then subject to approval by various stakeholders, including the Principal Investigator, the Head of Department (or Center or Institute Director), the pertinent Faculty Executive Dean, and the Deputy Vice Chancellor for Research Innovation and Engagement.
 - ii) Documentation for Review: The Principal Investigator, responsible for the appointment or promotion to senior ARS positions, is required to submit specific documentation to the Department Chair. This package includes the Appointment/Promotion Form, the candidate's Curriculum Vitae, written evaluations from three external referees not affiliated with DUT, who are in positions to assess the candidate's professional competence, and a covering memorandum from the Principal Investigator to the Department Chair, justifying the appointment or promotion to Senior Research Staff.
 - iii) Review Process: Senior ARS appointments and promotions necessitate a formal review conducted by a departmental or Center or Institute ad hoc appointment committee. This committee should consist of at least two HODs within the faculty in addition to the faculty Principal Investigator, Deputy Dean and the Executive Dean. The committee evaluates the submitted documentation and produces a written report, which is presented to the Head of Department to assess the candidate's qualifications for the appointment or promotion.
 - iv) Qualification Criteria: Candidates aspiring to senior positions are typically expected to have completed a minimum of five years at the Research Scientist, Engineer, or Scholar rank (or hold equivalent experience). Indicators used for evaluating their qualifications include:
 - v) Professional Activities: Evidence of theoretical sophistication and independent research accomplishments, including recent publications, invitations to present papers

at professional meetings, and participation in review committees within professional societies.

- vi) Research Experience: The knowledge and proficiency associated with senior ARS roles generally require a minimum of five years post-completion of a PhD degree.

2.3 Procedures Governing Employment

- 2.3.1. Academic Staff - Research comprises dedicated DUT employees engaged in research-related roles as defined below. These individuals, as employees of DUT, are bound by all pertinent policies and procedures governing employment at the university, and they are eligible for relevant staff benefits.
- 2.3.2. In cases where an appointment serves a dual purpose involving teaching responsibilities, it may be held concurrently with roles such as research scientist, research engineer, research scholar, or senior positions within these categories, particularly when the individual is actively involved in both educational and research endeavours.

2.4 Compensation and Terms of Employment

2.4.1. Employment period

- 2.4.1.1. Academic Research Staff are typically appointed for a specified, renewable term, which may extend for up to five years, subject to ongoing programmatic requirements and the availability of funding.
- 2.4.1.2. For fixed-term appointments, requests for reappointment must undergo evaluation at the departmental level and subsequently receive approval from the Executive Dean and the Deputy Vice Chancellor for Research Innovation and Engagement.
- 2.4.1.3. Per these procedures, employees will receive written notification of either their renewal for an additional term or non-renewal, with such notice provided at least 60 days before the expiration of the current appointment term. Importantly, the conclusion of a fixed-term appointment does not constitute a retrenchment, nor does it entail the provision of retrenchment benefits.

2.4.2. Salary and Compensation

- 2.4.2.1. While salaries for Academic Research Staff are not governed by specific salary ranges, they are subject to approval by various university authorities, including the Principal Investigator, Head of Department, Faculty Executive Dean, and the Deputy Vice Chancellor for Research Innovation and Engagement.
- 2.4.2.2. This approval process is crucial for ensuring equity in salary distribution across the university. To facilitate this, data regarding salary distribution for each category of Academic Research Staff is regularly provided to Faculty Deans, Institute, and Center Directors, serving as a basis for salary parity reviews at the university level.
- 2.4.2.3. Given the often unpredictable nature of financial support for externally funded or sponsored research projects that sustain the salaries of Academic Research Staff members, whether on fixed-term or continuing appointments, these individuals must be informed about the duration of funding sources that significantly contribute to their salaries.
- 2.4.2.4. This information is included in their employment confirmation letter and must be readily available to Academic Research Staff upon request from the Principal Investigator, ensuring transparency and clarity regarding their employment terms.

2.4.3. Termination

- 2.4.3.1. A Research member, in the event of termination due to unsatisfactory performance or other just cause, is entitled to receive a written notice period of 30 days.
- 2.4.3.2. However, such termination does not entitle them to layoff benefits or reemployment preference.
- 2.4.3.3. In exceptional circumstances where termination for just cause is deemed particularly severe, the requirement for advance notice of termination may be waived, subject to approval from the Office of the Deputy Vice-Chancellor: Research Innovation and Engagement and the Executive Dean of Research.

2.4.4. Layoffs

- 2.4.4.1. A layoff, distinct from the conclusion of a fixed-term appointment or dismissal for just cause, arises when a position is discontinued due to insufficient funds or evolving programmatic requirements before the predetermined end of a fixed-term appointment or at any point during a continuing appointment.
- 2.4.4.2. In instances where the layoff results from a lack of available financial support, it is mandatory to provide the Academic Staff-Research member with a minimum of 30 days written notice. The selection of the specific individual(s) subject to layoff is a decision vested in the judgment of the Principal Investigator.

3. VISITING RESEARCH ACADEMIC STAFF

3.1 Procedure for appointment

- 3.1.1. Visiting Academic Research Staff (VARs) or Visiting Senior ARS appointments can be granted for a maximum duration of twelve months to individuals who hold permanent positions at other institutions, with a level of seniority equivalent to ARS at DUT.
- 3.1.2. If the individual no longer maintains a regular position elsewhere either before or during their DUT appointment, they cease to be eligible for continuation as a Visiting ARS. Instead, consideration may be given to recommending them for a standard Academic Staff-Research appointment. It is important to note that formal searches for visiting appointments are not mandated, as DUT does not serve as the primary employer for these individuals.
- 3.1.3. To initiate a recommendation for the appointment of a Visiting ARS or Visiting Senior ARS, a designated recommendation form, along with the candidate's resume and relevant visa information, must be completed. The approval process involves endorsement from the Principal Investigator, Head of Department or Independent Laboratory, Center or Institute Director, the pertinent Executive Dean, and the Deputy Vice-Chancellor: Research, Innovation and Engagement.

3.2 Acceptable performance measures

- 3.2.1. The appointed Visiting Academic Research Staff (VARs) should produce 2 ROUs with the Durban University of Technology (DUT) appointed for a year and 1 ROUs if appointed for a period less than 6 months.

3.3 Compensation and Terms of Employment

- 3.3.1. The salary support for Visiting Academic Research Staff (VARs) and Visiting Senior ARS positions at DUT is typically derived from external research projects or sponsorships. This funding is generally allocated based on the individual's salary at their home institution.

- 3.3.2. The minimum full-time equivalent salaries for Visiting ARS and Senior Research staff are determined on an annual basis by the Deputy Vice Chancellor for Research Innovation and Engagement.

3.4 Rights, Privileges and Responsibilities

- 3.4.1. Visiting Academic Research Staff (ARS) and Visiting Senior ARS who are employed at 50% time or more for a projected duration of six months or longer are entitled to staff benefits, encompassing vacation and sick leave. Standard staff policies applicable to fixed-term appointments are extended to these positions.

4. STUDENT VISITING RESEARCHER

There are specific scenarios at DUT where allowing postgraduate students from other universities to engage in research at DUT using university research facilities can be advantageous. These situations often involve students from other institutions whose research aligns with the interests of a DUT academic member or those participating in laboratory rotations as part of a larger research project or grant. These students are referred to as Student Visiting Researchers (SVRs) and are appointed as non-degree purpose "postgraduate" students.

4.1 General Criteria

- 4.1.1. **Prioritizing Research Opportunities:** When academic staff members agree to support an SVR, it is crucial to prioritize providing research opportunities for regularly enrolled DUT students.
- 4.1.2. **Qualifications and Contribution:** SVRs should possess qualifications aligning with DUT's standards for conducting research at a level comparable to that of other DUT postgraduate students. The research conducted by SVRs should not only benefit the visiting student but also contribute to DUT's research endeavours.
- 4.1.3. **Sponsorship Authority:** Any academic staff member at DUT, regardless of their department, has the authority to host an SVR.
- 4.1.4. **Responsibility Assumption:** The sponsoring academic member, the head of the department, and the Executive Dean are all required to sign the letter of invitation, assuming responsibility for the SVR. If the SVR is sponsored by an interdisciplinary program, research centre, or institute, the director of that entity and the Executive Dean may sign the invitation in place of the head of a department.
- 4.1.5. **Distinction from Visiting Scholars:** SVRs, as current postgraduate students, differ from Visiting Scholars, who are typically required to hold a PhD or possess recognized expertise in their field to be appointed as Visiting Scholars.

4.2 Student Visiting Researcher sponsorship: Academic staff and Departmental Responsibilities

- 4.2.1. **SVR Sponsorship:** The hosting for SVRs begins with the faculty sponsor, who initiates the process using the Letter of Invitation for Visiting Student Researchers from the Office of the Registrar.
- 4.2.2. **Letter of Invitation:** The invitation letter must include a comprehensive description of the SVR's intended research and receive endorsements from academic staff, the head of department, and the executive dean.
- 4.2.3. **Application Submission:** Upon receiving the signed invitation letter, SVRs must submit the specified application materials to the sponsoring department.
- 4.2.4. **Timely Submission:** The sponsoring department is responsible for submitting the complete application

package at least 45 days before the anticipated start date of the VSR appointment.

- 4.2.5. Resource Allocation: By endorsing the SVR invitation, academic staff and the head of the department commit to ensuring that resources, including academic staff time, do not detract from DUT students enrolled in degree programs.
- 4.2.6. Oversight: Academic staff endorsing the SVR invitation are responsible for overseeing the SVR's research activities and behaviour during their tenure at DUT.
- 4.2.7. Inquiries Handling: The department should address SVR applicant inquiries regarding fees, visas, student ID cards, accommodation, or any other SVR-related matters.
- 4.2.8. Notification: Prompt notification to Postgraduate Admissions is required if the SVR does not attend or departs before the scheduled end date of their appointment to prevent fee accumulation.
- 4.2.9. Expenditure Oversight: If University funds cover SVR expenses, such as the monthly SVR fee, health insurance, stipends, and related fees, the department must ensure these are allowable charges.

4.3 SVR Appointment and Status

- 4.3.1. Any visiting graduate student conducting research at DUT for more than 30 days must be appointed as a Visiting Student Researcher (VSR).
- 4.3.2. VSRs will be enrolled by Postgraduate Admissions as "non-degree postgraduate Students - Visiting Student Researchers" (SVR). SVRs are exclusively engaged in research activities and are not permitted to enrol in or audit classes.

4.4 Support and hosting for SVRs

- 4.4.1. Financial Support: The host department is not obligated to provide financial support for SVRs.
- 4.4.2. Assistantships and Stipends: SVRs are not eligible for research or teaching assistantships, nor can they receive stipends from DUT scholarships or fellowships.
- 4.4.3. Departmental Disbursements: If the department chooses to cover SVRs' fees or offer a stipend for living expenses, these disbursements must adhere to DUT's relevant policies.
- 4.4.4. Hourly Engagement: SVRs may be employed on an hourly basis to perform tasks, including work on externally funded projects, as long as the work aligns with the project's objectives and sufficient funds are available to support it.
- 4.4.5. Publication Fee Funding: Academic staff with research funding from publication fees may cover some expenses for SVRs.

4.5 Responsibilities and Rights of SVRs

Student Visiting Researchers (SVRs) at DUT are subject to the same rules and regulations as all DUT postgraduate students. Their responsibilities and rights include:

- 4.5.1. SVRs must adhere to DUT's academic and behavioural standards, with violations potentially leading to the termination of their DUT appointment. In case of premature termination, the sponsoring department should promptly notify postgraduate Admissions.
- 4.5.2. The academic staff member hosting the SVR is responsible for ensuring that the student receives any required training to conduct research at DUT. This may involve safety training, human subject

protection education, or other relevant training for the student's work at the university.

4.5.3. SVRs receive a student photo identification card that grants them access to the library and borrowing privileges. They can also access recreational facilities and establish computer accounts. These services are available during the appointment period, provided the student maintains good academic and financial standing at both their home institution and DUT.

4.5.4. SVRs may be eligible for on- or off-campus accommodation based on availability. However, their housing priority is lower than that of full-time DUT postgraduate students, making it less likely for SVRs to secure on- or off-campus housing.

5. APPOINTMENT OF DISTINGUISHED PROFESSORS

5.1 Eligibility for Appointment

DUT aims to recognize and celebrate exceptional faculty members who embody the university's core values of excellence, innovation, social responsibility, inclusivity, and integrity. The Distinguished Professor title is awarded to professors who demonstrate a sustained record of exceptional achievement in research, scholarship, and contributions to the field, aligning with DUT's commitment to impactful research. Factors to consider include:

5.1.1. Exceptional Research and Scholarship

- i) A sustained record of high-quality publications in prestigious peer-reviewed journals, books with reputable publishers, or other recognized scholarly outputs in their field.
- ii) Evidence of consistent and impactful research, demonstrated by high citations, invitations to keynote addresses at major conferences, and successful grant applications from competitive funding bodies.
- iii) Leadership and innovation in research, are evidenced by pioneering new methodologies, establishing new research areas, or fostering interdisciplinary collaboration.

5.1.2. Demonstrated Research Impact

- i) A clear and demonstrable impact of research on society, industry, or policy, with a particular emphasis on national impact. This may include patents, commercialization of research outputs that benefit South Africa, contributions to public discourse on national issues, or informing national policy decisions.
- ii) Active engagement in knowledge transfer activities such as public lectures, workshops, or industry collaborations within South Africa that translate research findings into practical applications with national benefit.
- iii) Commitment to fostering a research culture within DUT, by mentoring and collaborating with junior faculty and postgraduate students, to build a strong national research base. This includes demonstrated leadership in research teams, guiding and supporting the development of younger colleagues and postgraduate students.

5.1.3. Alignment with DUT Values

- i) A commitment to excellence in teaching and inspiring students to achieve their full potential.
- ii) A strong record of service to the university community through leadership roles, committee work, or contributions to curriculum development.
- iii) Demonstration of inclusivity and social responsibility through research that addresses societal challenges or promotes equity and access within academia.
- iv) Upholding the highest ethical standards in research conduct and fostering a culture of academic integrity.

5.1.4. International Recognition

- i) Evidence of international standing in the field, such as membership in prestigious academic societies, editorial boards of major journals, or invitations to visiting professorships at renowned institutions.

5.1.5. National Recognition

- i) Evidence of national standing in the field, such as awards from prestigious South African academic societies, editorial boards of leading national journals, or participation in national research initiatives.
- ii) Recognition by national government bodies, industry leaders, or media outlets for impactful research contributions.
- iii) Selection for prestigious national fellowships or memberships in academies that recognize exceptional research achievements.

5.1.6. Contribution to Transformation

- i) A demonstrable commitment to transformation in higher education, particularly within the South African context. This may include:
- ii) Research that advances equity and access within academia for historically disadvantaged groups.
- iii) Leadership in initiatives that promote diversity and inclusion within DUT.
- iv) Active participation in mentorship programs aimed at supporting the development of emerging scholars from underrepresented backgrounds.
- v) Development of curricula that are inclusive and reflect the realities of the South African context.

5.1.7. External staff who also meet the qualifications of a Full Professor at DUT may be considered for the award of the title of Distinguished Professor. However, this appointment can only be conferred if the recruited staff meet the minimum criteria for the Distinguished Professorship as outlined in this policy.

5.1.8. The title of Distinguished Professor may not be awarded to Adjunct appointments.

5.2 Nomination and Appointment Procedure

5.2.1. The title of DUT Distinguished Professor is granted to Full Professors who have demonstrated exceptional distinction, acknowledging their outstanding scholarly contributions within their field or discipline.

5.2.2. The Deputy Vice-Chancellor overseeing research, innovation, and engagement is responsible for establishing a committee, named the Distinguished Professor Assessment Committee, that adjudicates and reports to the Vice-Chancellor for final decision.

5.2.3. Any staff member of DUT may nominate a Full Professor of exceptional distinction for the title of DUT Distinguished Professor.

5.2.4. Before submitting a nomination to the Chair of the Distinguished Professor Assessment Committee, the Executive Dean of the relevant faculty must have complete confidence in the candidate's merit and support the nomination.

5.2.5. All nominations must receive endorsement from both the faculty committee and the board.

5.2.6. The nominating faculty will submit a proposal addressing the criteria outlined in the Distinguished Professor Policy to the Chair of the Distinguished Professor Assessment Committee for review.

5.2.7. The Distinguished Professor Assessment Committee will assess whether the candidate satisfies the criteria for appointment as a DUT Distinguished Professor.

5.2.8. If the nomination receives endorsement from the Distinguished Professor Assessment Committee, it

will then be forwarded to the Vice Chancellor and Principal for consideration.

- 5.2.9. Should the Distinguished Professor Assessment Committee not endorse the nomination, the nominator will be informed accordingly by the committee chair.
- 5.2.10. The Vice-Chancellor will review and decide on the recommendation for appointment, which will then be communicated to HCS.
- 5.2.11. If the Vice Chancellor approves the recommendation, HCS will notify the candidate of their nomination for the DUT Distinguished Professorship award and request their acceptance.
- 5.2.12. Should the Vice Chancellor not approve the nomination; the nominators will be notified by HCS.
- 5.2.13. Upon acceptance of the title by the nominee, the Vice-Chancellor will formally notify them in writing and announce the appointment to University staff, reporting the same to the University Council.

5.3 Terms of Appointment and Termination

- 5.3.1. Distinguished Professors at DUT are appointed in increments of 5 years and at the end of each term a review is to be undertaken to determine whether the appointment should be extended for another term.
- 5.3.2. The University may appoint an unlimited number of Distinguished Professorships at DUT, but the allocation will be mindful of the prestigious nature of this title.
- 5.3.3. The Deputy Vice-Chancellor responsible for Research holds the authority to revoke the title from any individual at their discretion.
- 5.3.4. This revocation will be communicated in writing and will include an explanation for the decision. The revocation may be appealed to the Vice-Chancellor.
- 5.3.5. The University may allocate special funding to support such endeavours. However, it is expected that Distinguished Professors will maintain their involvement in teaching activities at the University without altering their employment conditions.
- 5.3.6. If a Distinguished Professor continues their regular participation in their department or faculty, their salary will be covered by departmental funding.
- 5.3.7. Distinguished Professors will retain their membership in their respective departments or faculty and are required to contribute to their faculties' activities.
- 5.3.8. The remuneration and terms of appointment will undergo annual review by the appropriate executive – people and operations.

6. DOCUMENTS CONTRIBUTING TO THIS POLICY

- 1. James Cook University - Distinguished Professor Policy
- 2. Stanford University - Policy and Procedures for Appointment and Promotion: Academic Staff – Research
- 3. Stanford University - Visiting Student Researchers
- 4. University of Auckland – New Zealand: Distinguished Professor Appointment Policy and Procedure
- 5. University of Arkansas - Guidelines for University and Distinguished Professor Appointments
- 6. University of Pittsburgh - Distinguished Faculty Appointments