Faculty of Law
Additional Teaching Application Form for a Visiting Professor/Visiting Lecturer (for 2027-28)

All renewals and new applications for Visiting Professors and Visiting Lecturers are considered by the Personnel Committee in a single annual gathered field.

All new applications must be accompanied by an Additional Teaching Form. Thereafter, it is the responsibility of the VP/VL Liaison to complete this form annually for any continuing VP/VLs.

In all cases, requests must always be submitted before the teaching commences.
Please consult the Additional Teaching guidance notes on the Faculty Website before completing this form:

Name of VP/VL Liaison (the person completing this form)	
Date of application	
Name of Visiting Professor/Visiting Lecturer	
Current status of VP/VL	Continuing / renewal / new request
Teaching Group:	
Convenor:	(*If you're not the convenor, please ensure the convenor sees this application when it is submitted*)
Course and option for which teaching is being offered (if applicable)	
What are the start and end dates of the teaching? Please be as precise as possible.	
Title of lecture, seminar series, etc.:	
What type of teaching is it?	**No. of contact hours:**
Lecture(s)	
Seminar(s)	
Tutorial(s)	

To be completed by the applicant

I confirm that I have read the conditions governing the making of payments under this scheme (Additional Teaching) and that those relevant to this application are satisfied.

Signature of applicant ……. Date ……

(e-signature or email are accepted in lieu of a handwritten signature)

Please forward this form to payroll@law.ox.ac.uk, copied to the relevant Convenor(s) if that is not the person completing the form.

For office use

Finance Manager
Costing:

Associate Dean for Undergraduate / Graduate (Taught)
Comment:

Vice Dean
Comment:

Vice Dean Signature …… Date ……
(e-signature or email approval are accepted in lieu of a handwritten signature)