Faculty of Law Visiting Professor/Lecturer Scheme 2026/27 (for appointments commencing October 2027)

Notes for nominators

Deadline for applications (for new appointments and renewals) to reach visitors@law.ox.ac.uk: Wednesday 20 January 2027 (Week 1 Hilary Term)

Nominations are now open for the Visiting Professor (VP) and Visiting Lecturer (VL) Scheme for the next academic year, for both renewals and new nominations. These will be considered in a gathered field by Personnel Committee in Week 3 of Hilary Term 2027, for nominations to go forward to Law Board in Week 7 of Hilary Term 2027 and from there to the Social Sciences Division. (If you are the host/sponsor of a Visiting Professor whose term is due to end this year, you will be sent a reminder by Kamila Scarpini, HR Assistant.)

The Visiting Professor/Lecturer Scheme in the Law Faculty is funded by the Law Foundation. It is typically a one- to three-year University title, awarded by the Social Sciences Division, and normally involves enrichment teaching and other contributions that enrich the student experience. The Divisional guidance states: 'Individuals nominated to the appointment of Visiting Professor will usually be outstanding in their field, with an established record and reputation.' The title of Visiting Lecturer will be conferred by the Division on an individual who regularly participates in lecturing or any other form of teaching in the University.

As of 2024, the Social Sciences Division is now also able to confer the title of Visiting Professor of Practice; this is appropriate for those who have appropriate distinction within their area of practice without however having sufficient academic distinction to merit the title of Visiting Professor. The Faculty's Personnel Committee will in each case consider which title would be most appropriate for applicants put forward.

One of the key aims of the Law Faculty Visiting Professorship Scheme is to increase the diversity of the pool of potential visitors at Oxford. As a Faculty, we recognise the value of a diverse student and staff community, and the range of experiences and perspectives that brings. We strongly encourage applications from women and Black and ethnic minority candidates, who are under-represented in visitor positions in Oxford.

Nominators are reminded to approach candidates cautiously, to stress the competitiveness of the field and to avoid raising any expectations that nominated candidates will in fact be appointed.

Renewal is not by default and will be considered in the same gathered field as new nominations.

Details of the VP/VL scheme

Each Visiting Professor (or Visiting Lecturer) will be offered:

(1) Payment for teaching at the Faculty's external rates (upon receipt of a claim form at the end of term).

(2) A £1k per annum honorarium, which they must expressly claim (and will be invited to claim in October, for payment in November).
(3) One reasonable economy round-trip flight or rail and associated travel costs, reimbursed against receipts.
(4) Reimbursement for accommodation can be applied for if it is required and will be considered on a case-by-case basis (to be approved by the Dean). Reasonable requests for accommodation will be considered, bearing in mind travel, visa and other circumstances. (As a guide, accommodation and meal costs should not exceed £150 per day.)

All visitors will be advised upon appointment: 'When carrying out activities which are outside the role of visitor, the individual must ensure that clients, members of the public and other people cannot reasonably construe that the individual is operating as a member of the University of Oxford and must ensure that there is no conflict of interest between the activities and the contribution to the University of Oxford.'

How to nominate

The Faculty requires all nominations for VPs and VLs to be supported by at least two Faculty members. The complete nomination pack must include the names of the nominators as well as:

i) the nominee's C.V. and proposed period of appointment;

ii) two letters of recommendation, preferably at least one external (please note that the nominators cannot be referees);

iii) a statement as to how the nominee will enrich the student experience, why the nomination is for the specific period, and how the nominee will contribute to diversity and inclusion at the Faculty;

iv) a statement of the extent to which nominators have consulted with and secured approval from members of the relevant teaching group(s);

v) a statement disclosing any existing personal or professional links between a nominator and the nominated candidate;

vi) a completed Additional Teaching form for the following academic year; and

vii) the name of the Faculty member who will act as the VP/VL Liaison, and who will be responsible for submitting annual Additional Teaching applications for teaching by the VP/VL.

RENEWALS: application for renewal can be made a year in advance at the same time as new proposals are invited (in Michaelmas Term, for consideration in Hilary Term). **Only where there is a strong case for renewal will such a renewal be made**. The sponsoring Faculty members should make a case for renewal on the same terms as the initial application, along with a summary of contributions made during the past

appointment, future planned enrichment activities, and a statement as to how renewal would help achieve the aim of diversifying the Faculty and an up to date CV.

Nominations must be submitted by the deadline of Wednesday 20 January 2027. Unfortunately, it will not be possible to consider nominations submitted after this date in the 2026/27 round. Personnel Committee will consider all nominations in a gathered field, and will seek to achieve a cohort of visitors which is consistent with the Faculty's teaching and enrichment goals, diversity aims, and budgetary constraints.

Any correspondence in relation to individual nominations shall be with all the nominators.

All nominations approved by Personnel Committee will be forwarded to Law Board for its approval. Recommendations for Visiting Professorships are also subject to approval by the Social Sciences Division, which will then issue the appointment letter and arrange for the appointment to be announced in the *Gazette.*

The role of the VP/VL Liaison

Discuss the form of enrichment to be provided by the visitor and oversee the VP/VL's ongoing contribution and engagement;

Submit an Additional Teaching form annually; prepare a full application for renewal, if required; and ensure that a substitute is found if necessary.