

A. Template Visiting Professorship proposal

Proposals for new Visiting Professorships, or extensions to existing arrangements, should comprise a letter from the Head of Department and a copy of the individual's CV. These are put forward to Divisional Board for approval. A template letter is below.

Dear Roger,

We would like to nominate **XXX** for a Visiting Professorship in the department for three years from **[insert month and year]**.

XXX is Professor in the **[insert employing department/institution name]** and **[insert any other affiliations]**. Previously s/he was on the faculty of **[insert brief history of prestigious or relevant employment]**

Professor **XXX** is a member of **[insert relevant memberships here]**. S/he served as the **[insert relevant policy or other experience]**. S/he is a core partner director at **[insert relevant directorships, editorships, etc]**.

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Visiting Professorship proposal continued

His/her research is broadly focused on **[insert subject area]**, and his/her specific interests include topics such as **[name specialisms]**. S/he is the author of numerous publications in leading academic journals, including **[cite two or three articles in eminent journals]**.

During his/her term of office, Professor **XXX** would contribute lectures on the **[insert degree name(s)]**, have informal talks with students in the department, speak at and attend seminars, and engage with academic faculty more generally. These are all activities that would significantly contribute to the department's mission.

We would be very grateful, therefore, if the Divisional Board would agree to this nomination.

Please do not hesitate to contact me if you have any queries. I attach copy of his/her CV.