

## HONORARY APPOINTMENT PROCEDURE

### 1. Introduction

The University has in place a procedure for granting honorary titles, the purpose of which is to acknowledge a voluntary, unpaid contribution to a School's or the University's activities. The procedure involves approval by the Senate on the recommendation of a Head of School, provided that some criteria are met and these are outlined below.

The responsibility for due diligence on nominees for these appointments rests with the Head of School. Schools are required to submit a CV along with their nomination to Governance Services who will arrange for submission to Senate for approval. Honorary titles are normally awarded for a period of between 1 and 3 years but can be extended at the request of the School.

Senate meets on four occasions during the year, and nominations can be submitted to each meeting. Nominations should be received by Governance Services at least 10 working days before the date of the Senate.

### 2. Criteria for Awarding an Honorary Appointment

The following are the criteria agreed by the Senate in relation to the granting of honorary titles

- x No payment will be made for an individual's contribution
- x An individual awarded an Honorary title would not normally have access to the University's library or computing facilities. However, this can be requested by the School
- x An individual awarded an Honorary title is not entitled to office accommodation, however, with the agreement of the School, may share such facilities as the School is able to provide
- x It is expected that individuals nominated for such roles will make a regular contribution to the School and / or University. The contribution in this regard should be significant.
- x By accepting an honorary title, the individual concerned will be required to agree to accept all rules, regulations and procedures of the University. Titles

The Senate Regulations and Special Cases Committee.

- x Honorary Professor- in respect of a significant contribution to teaching, learning and / or research
- x Honorary Research Fellow/Senior Research Fellow in respect of a major contribution to research
- x Honorary Research Associate/Senior Research Associate in respect of a more modest contribution to research
- x Honorary Industrial Fellow/Senior Industrial Fellow

be renewed the School should ensure that they are brought to the attention of Governance Services before the current appointment comes to an end.

- f) The Senate reserves the right to withdraw any honorary title before the end of the agreed period if it considers that there is evidence of non-compliance with the terms of the contract or non-fulfillment of the agreed contributions to the School and / or the University. The Senate's decision will be final.